

# **CERTIFICATE OF APPROPRIATENESS**

## **Application**

**Historic Property Name or District (if known):** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

<b>Project Applicant</b>			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
<b>Applicant, Agent or Contractor (Complete this information if different than owner)</b>			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
<b>Certification</b>			
I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this special use permit application.			
Name of Property Owner (please print):			
Signature of Owner/Authorized Representative		Date Signed	

Description of proposed project – please describe all proposed work, including materials, design and dimensions. Additional pages may be attached, as needed:

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**PROJECT APPLICANT SIGNATURE** \_\_\_\_\_

Please note the types of documentation which should be submitted for each project.

<b>Project Type</b>	<b>Required Documentation</b>
❖ Additions	❖ Site Plan
❖ Exterior Alterations,	❖ Building Elevations (Existing and Proposed)
❖ Demolitions and Partial Demolition	❖ Site Plan Showing the Area to be Razed
❖ <b>All Projects</b>	❖ <b>All Projects</b>
❖ When introducing materials which do not replicate the original	❖ Photographs (Digital preferred)
❖ When introducing new architectural details or architectural details which do not replicate the original	❖ Material Samples
❖ When introducing new architectural details or architectural details which do not duplicate the original	❖ Pictures or Drawings and Material Samples

**Application Submittal**

- Certificate of Appropriateness applications may be submitted in person at the City of Fond du Lac Community Development office located on the 4<sup>th</sup> floor of the City-County Government Center or via postal delivery service.

Mailing address: City of Fond du Lac – Community Development Department  
 160 S Macy Street  
 PO Box 150  
 Fond du Lac, WI 54936-0150

- The electronic submittal of an application is acceptable. Electronic applications should be emailed to: [CD@fdl.wi.gov](mailto:CD@fdl.wi.gov). Please call 920-322-3440 to confirm receipt of the electronic submittal.

**Historic Preservation Commission Meeting**

The Historic Preservation Commission meetings are held at 6:00 p.m. in Meeting Room D of the City-County Government Center, 160 S Macy Street. Meeting dates are listed in the Historic Preservation Commission timetable. The project applicant or a representative must attend the meeting to present the Certificate of Appropriateness application to the commission.

**FOR INFORMATION OR ASSISTANCE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT: (920) 322-3440**

# HISTORIC PRESERVATION COMMISSION TIMETABLE 2023

(3<sup>rd</sup> Wednesday of the Month)

<b>City Clerk Notices To Property Owners (for Designations only) (Monday)</b>	<b>HPC Meeting 6:00 pm – Wednesday Meeting Room D</b>
Jan 9, 2023	<b>Jan 18, 2023</b>
Feb 6, 2023	<b>Feb 15, 2023</b>
Mar 6, 2023	<b>Mar 15, 2023</b>
April 10, 2023	<b>April 19, 2023</b>
May 8, 2023	<b>May 17, 2023</b>
June 12, 2023	<b>June 21, 2023</b>
July 10, 2023	<b>July 19, 2023</b>
Aug 7, 2023	<b>Aug 16, 2023</b>
Sep 11, 2023	<b>Sep 20, 2023</b>
Oct 9, 2023	<b>Oct 18, 2023</b>
Nov 6, 2023	<b>Nov 15, 2023</b>
Dec 11, 2023	<b>Dec 20, 2023</b>