

CERTIFICATE OF APPROPRIATENESS

Application

Historic Property Name or District (if known): _____

Address of Property: _____

Project Applicant			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
Applicant, Agent or Contractor (Complete this information if different than owner)			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
Certification			
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:

PROJECT APPLICANT SIGNATURE _____

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

Project Type	Required Documentation
❖ Additions	❖ Site Plan
❖ Exterior Alterations,	❖ Building Elevations (Existing and Proposed)
❖ Demolitions and Partial Demolition	❖ Site Plan Showing the Area to be Razed
❖ All Projects	❖ All Projects
❖ 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 4th 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. 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 A 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 2024

(3rd Wednesday of the Month)

City Clerk Notices To Property Owners (for Designations only) (Monday)	Agenda Distribution (Friday)	HPC Meeting 6:00 pm – Wednesday Meeting Room A
Jan 8, 2024	Jan 12, 2024	Jan 17, 2024
Feb 12, 2024	Feb 16, 2024	Feb 21, 2024
Mar 11, 2024	Mar 15, 2024	Mar 20, 2024
April 8, 2024	April 12, 2024	April 17, 2024
May 6, 2024	May 10, 2024	May 15, 2024
June 10, 2024	June 14, 2024	June 19, 2024
July 8, 2024	July 12, 2024	July 17, 2024
Aug 12, 2024	Aug 16, 2024	Aug 21, 2024
Sep 9, 2024	Sep 13, 2024	Sep 18, 2024
Oct 7, 2024	Oct 11, 2024	Oct 16, 2024
Nov 11, 2024	Nov 15, 2024	Nov 20, 2024
Dec 9, 2024	Dec 13, 2024	Dec 18, 2024