

CITY OF WASHINGTON, ILLINOIS

CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant Name: _____ Phone Number: _____

Owner Name: _____ Phone Number: _____

Contractor Name: _____ Phone Number: _____

Architect Name: _____ Phone Number: _____

Address or location of property: _____

Property Tax ID Number (PIN): _____ - _____ - _____ - _____

Please describe the proposed work:

PLEASE ATTACH:

- The legal description of the property.
- Any architectural drawings or sketches to enable the Historic Preservation Commission to determine what the final appearance and use of the real estate will be.
- One hardcopy and one digital copy of the application and supporting materials.

Certification: *To the best of my knowledge, the information contained herein, and on the attachments, is true, accurate, and correct, and substantially represents the existing features and proposed features. Any error, misstatement, or misrepresentation of material fact or expression of material fact, with or without intention, shall constitute sufficient grounds for the revocation or denial of the proposed Certificate of Appropriateness.*

Signature of Applicant

Date

FOR OFFICE USE ONLY

Date Application Completed: _____

Case No. _____

Please contact Jon Oliphant, Planning & Development Director, at 444-1135 with any questions.

Standards for Certificates of Appropriateness

No Certificate of Appropriateness shall be issued by the Historic Preservation Commission unless the Commission finds that one or more of the following criteria, as developed by the Secretary of the Interior's "Standards for Rehabilitation", are met:

- The property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site environment;
- The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided;
- Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken;
- Most properties change over time; those changes that have acquired historical significance in their own right shall be retained and preserved;
- Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure, or site shall be treated with sensitivity;
- Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence;
- The surface cleaning of the structures, if appropriate, shall be undertaken using the gentlest means possible;
- Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken;
- New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment; and
- New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the landmark and/or historic district would be unimpaired.

Procedures for Certificates of Appropriateness

- A Certificate of Appropriateness is required for any Historic Landmark or any structure or site located in a Historic District for any change by addition, alteration, maintenance, reconstruction, rehabilitation, renovation, or repair that requires the issuance of a building permit.
- Only the owner of property proposing construction on a Historic Landmark or within a Historic District that requires a building or demolition permit may file an application.
- Upon receipt of the application and supporting materials by the Planning and Development Director, a Historic Preservation Commission meeting will be scheduled.
- The Commission shall review and evaluate the application according the Standards listed above at its next meeting. The Commission shall make specific findings of fact with regard to the above Standards and a written approval or denial on each application shall be made by the Commission.
- A Certificate of Appropriateness shall be effective from and after the 14th day after the meeting of the Commission at which the application was granted.