



CERTIFICATE OF APPROPRIATENESS APPLICATION

To aid in completing the Certificate of Appropriateness applications, the following has been extracted from the City of Waukegan's Historic Preservation Ordinance. Only the most commonly referenced sections are included, not the entire ordinance. Applicants may be advised to familiarize themselves with the full ordinance that can be obtained through the City of Waukegan Department of Planning and Zoning.

A Certificate of Appropriateness issued by the Commission shall be required before a building permit, moving or demolition permit is issued for any designated historic landmark or any building, structure or site or part thereof in the historic district. It is required if the building, structure or site **will be altered, extended, or repaired in such a manner as to produce a major change in the exterior appearance of such building or structure. Such major changes include, but are not limited to:**

- a. Major changes by addition, alteration, maintenance, reconstruction, rehabilitation, renovation or repair;
- b. Any new construction and demolition in whole or in part requiring a permit from the City of Waukegan;
- c. Moving a building;
- d. Any construction, alteration, demolition, or removal affecting a significant exterior architectural feature as specified in the ordinance designating the landmark or historic district.

An exception to the Certificate of Appropriateness shall be made if the applicant shows to the Commission that a failure to grant the permit will cause an imminent threat to life, health or property.

Application for Certificate of Appropriateness

Nine (9) copies of the application for a Certificate of Appropriateness, including plans, specifications, brochures, color choices, and material samples, shall be submitted to the Planning and Zoning Department. The application shall be forwarded to the Historic Preservation Commission within fifteen (15) days following receipt of the application. The application for issuance of a Certificate of Appropriateness must include:

- a. Street address of the property involved.
- b. Legal description of the property involved including PIN.
- c. Brief description of the present improvements situated on the property.
- d. A detailed description of the construction, alteration, demolition or use proposed together with any architect drawings or sketches if those services have been utilized by the applicant and if not, a sufficient description of the construction, alteration, demolition, and use to enable anyone to determine what final appearance and use of the real estate will be.
- e. Owner's name.
- f. Developer's name, if different than owner.
- g. Architect's name.
- h. A filing fee is required, as determined by the City Council.

Standards for Certificate of Appropriateness

In making a determination whether to approve or deny an application for a Certificate of Appropriateness, the Waukegan Historic Preservation Commission shall be guided by the following standards:

- a. A 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.
- b. 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.

- c. 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.
- d. Most properties change over time. Those changes that have acquired historic significance in their own right shall be retained and preserved.
- e. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure, or site shall be treated with sensitivity.
- f. 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.
- g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of the structures, if appropriate, shall be undertaken using the gentlest means possible.
- h. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- i. 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 environments.
- j. 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 historic property and its environment would be unimpaired.

Design Guidelines

Design guidelines for applying the criteria for review of Certificates of Appropriateness shall at a minimum, consider the following architectural criteria:

- a. **Height** - the height of any proposed alteration or construction should be compatible with the style and character of the landmark and with surrounding structures in a historic district.
- b. **Proportions of windows and doors** - the proportions and relationships between doors and windows should be compatible with the architectural style and character of the landmark.
- c. **Relationship of Building Masses and Spaces** - the relationship of a structure within a historic district to the open space between it and adjoining structures should be compatible.
- d. **Roof Shape** - the design of the roof, fascia, and cornice should be compatible with the architectural style and character of the landmark.
- e. **Landscaping** - Landscaping should be compatible with the architectural character and appearance of the landmark.
- f. **Scale** - the scale of the structure after alteration, construction, or partial demolition should be compatible with its architectural style and character and with surrounding structures in a historic district.
- g. **Directional Expression** - facades in historic districts should blend with other structures with regard to directional expression. Structures in a historic district should be compatible with the dominant horizontal or vertical expression of surrounding structures. The directional expression of a landmark after alteration, construction, or partial demolition should be compatible with its original architectural style and character.
- h. **Architectural Details** - architectural details including types of materials, colors, and textures should be treated so as to make landmark compatible with its original architectural style and character of a landmark or historic district.
- i. **New structures** in a Historic District shall be compatible with the architectural styles and design in said districts.

Hearing on Application

Applications for a Certificate of Appropriateness are available from the Planning Department. Such applications shall be completed and submitted to the Planning and Zoning Department by the 15th of the month prior to the next regularly-scheduled meeting. This is to review the application for completeness and appropriately publish the legal notice in the local newspaper. The Planning and Zoning Department shall forward complete applications to the Waukegan Historic Preservation Commission (HPC). The HPC shall schedule a public meeting for consideration of the application within forty-five (45) days of receipt of application. A public notice for consideration of the

application shall be made not less than fifteen (15) days or more than thirty (30) days before the hearing in a newspaper of general circulation published in the City of Waukegan.

If the Historic Preservation Commission finds at the time that the application merits further consideration, then the Commission may continue the request to a regular or special Commission meeting.

Issuance of a Certificate of Appropriateness

The Waukegan Historic Preservation Commission shall notify the applicants of its decision within five (5) business days after the close of the public meeting. Upon approval of the application, the Commission shall direct the Planning Department to issue a signed Certificate of Appropriateness to the applicant with copies forwarded to the Building Department.

A Certificate of Appropriateness shall be invalid if changes in the plans reviewed by the Commission are necessary in obtaining a building permit or if the building permit issued for the same work becomes invalid. The Certificate of Appropriateness remains valid for the same period of validity as the building permit (one year).

Appeals for Denial of a Certificate of Appropriateness

In the event of denial of an application for a Certificate of Appropriateness, the Commission shall notify the applicant in writing of the disapproval and the reasons therefore and shall recommend changes, if any, in the proposed action that would cause the Commission to reconsider its denial.

Within fifteen (15) days of receipt of the notification of disapproval, the applicant may resubmit an amended application that takes into consideration the recommendation of the Historic Preservation Commission. The application shall be considered to be withdrawn if no written modification or request for public hearing is received. Within fifteen (15) days of receipt of a written modification, the Commission must either issue the Certificate of Appropriateness or proceed to schedule a hearing.

Findings on Appeal

The Waukegan Historic Preservation Commission shall select a reasonable time and place for the hearing of the appeal and give due notice thereof to the applicant by mailing notice of the hearing, said mailing to be made at least ten (10) days prior to the date of the hearing. Notice of the time and place of such public hearing shall be published at least once, not less than fifteen (15) days or more than thirty (30) days before the hearing, in a newspaper of general circulation published in the City of Waukegan.

The Chairperson shall conduct the hearing and the Waukegan Historic Preservation Commission and the applicant shall have the right to introduce evidence and cross-examine witnesses. A recorded or written transcript of the hearing shall be made and kept.

The Commission shall vote, announce its decision, make its recommendation and notify the Planning Department and the applicant within five (5) business days after the conclusion of the public hearing, unless the time is extended by mutual agreement between the Commission and the applicant.

In the event of a denial of appeal by the Waukegan Historic Preservation Commission, the applicant may appeal the decision of the City Council within thirty (30) days of said denial. The Council shall review the appeal solely on the basis of the record and application of the standards described herein.



CERTIFICATE OF APPROPRIATENESS APPLICATION

Owner:

Address of owner:

City:

State:

Zip Code:

Telephone Number (including area code):

E-mail Address:

Owner Represented By:

Address of Representative:

City:

State:

Zip Code:

Telephone Number (including area code):

Location of Alteration/Construction/Demolition/Maintenance:

P.I.N.:

Address:

Historic Designation:

Landmark

Preservation District

Details of Alteration/Construction/Demolition/Maintenance:

Brief description of work to be done (attach detailed scope of work):

Describe in detail the materials to be used, hardware, and other features which might affect the final appearance of the structure:

Describe the present property (buildings, accessory buildings, drives):

Purpose of work to be done:

Current and/or Proposed Use of Building and/or Property:

Time frame for work to be done:

Total cost of construction (including labor): \$

Contractor:

Contractor's Telephone Number (including area code):

Contractor's Address:

City:

State:

Zip Code:

- 1. Please attach to this application a detailed and comprehensive scope of work and any additional information.***
- 2. Please include with this application CURRENT photos of the building elevations and area that is the subject of this application.***

I, (We) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief. I, (We) consent to the entry in or upon the premises described in this application by any authorized official of the City of Waukegan for the purposes of completing any reviews for the reports necessary by the submittal of this application.

I, (We) understand that the Certificate of Appropriateness shall be invalid if six (6) months have elapsed after issuance of the certificate and no building permit has been issued or if six (6) months have elapsed after issuance of the building permit and the project has not been completed.

Signature of Owner(s)

Date

Signature of Owner(s)

Date