



Application for a Certificate of Appropriateness (COA)

to the Historic Preservation Commission (HPC)
for a proposed change to a locally designated property

PLEASE NOTE:

Application Requirements:

All applications must be complete and include required support materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded for to the HPC for review.

Application Deadline:

Applications and support materials must be submitted fifteen (15) days prior to the regular HPC meeting, usually the second Tuesday of each month. Applications must be submitted at City Hall.

Application Representation:

The applicant or an authorized representative of the applicant must attend the public hearing to support the application.

Building Permit Requirements:

In addition to a COA application, building permits must be acquired from the Building & Inspection Department. Building permits will not be issued without proof of a COA.

Deadline for Project Completion:

After application approval, the COA is valid for 12 months and null and void if construction does not begin within 6 months.

Office Use Only

Resource No: _____

received: _____

complete/fee: _____

HPC hearing: _____

HPC decision: _____

project completion: _____

COA expiration: _____

CONTACT

APPLICANT:* _____ TELEPHONE:(____)_____

MAILING ADDRESS: _____

*NOTE: If applicant is not the owner, a letter from the owner authorizing the proposed work must be included. Please include owner's telephone number and mailing address.

PROPERTY AND PROJECT INFORMATION

PROPERTY ADDRESS: _____

ZONING: _____ TAX PARCEL: _____
HISTORIC PRESERVATION OVERLAY DISTRICT - HISTORIC DISTRICTS, PROPERTIES, AND LANDMARKS

BRIEF DESCRIPTION OF PROJECT: _____

(example: addition of sunroom, replacement of awning, installation of satellite dish, etc.)

TYPE OF PROJECT (CHECK ALL WHICH APPLY):

Construction

- New building
- Addition to building
- Major building restoration, rehabilitation, or remodeling
- Minor exterior change

Site Changes

- Parking area(s), driveway(s), or walkway(s)
- Fence(s), wall(s), or landscaping
- Mechanical system(s) or non-temporary structure(s)
- Sign(s)
- Demolition or relocation of building(s)

PROPOSED STARTING DATE: _____

CONTRACTORS/CONSULTANTS: _____

AUTHORIZATION

In consideration for the City of Madison's review of this application, the applicant hereby agrees to hereby indemnify and hold harmless the City and its agents and employees from and against any and all claims, damages, and /or liability arising from or related to this application or any issuance of a permit thereunder.

SIGNATURE: _____ DATE: _____

