



## Application for the Certificate of Appropriateness

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Per section § 315-42 of the (HPO) Historic Preservation Overlay District zoning ordinance, the following application must be completed when alterations in the architectural appearance of any structure within the HPO district is proposed.

***All of the following items in the packet must be submitted before your petition will be scheduled for consideration by the Historic Preservation Commission at an upcoming meeting. The following checklist should be completed and submitted with your application.***

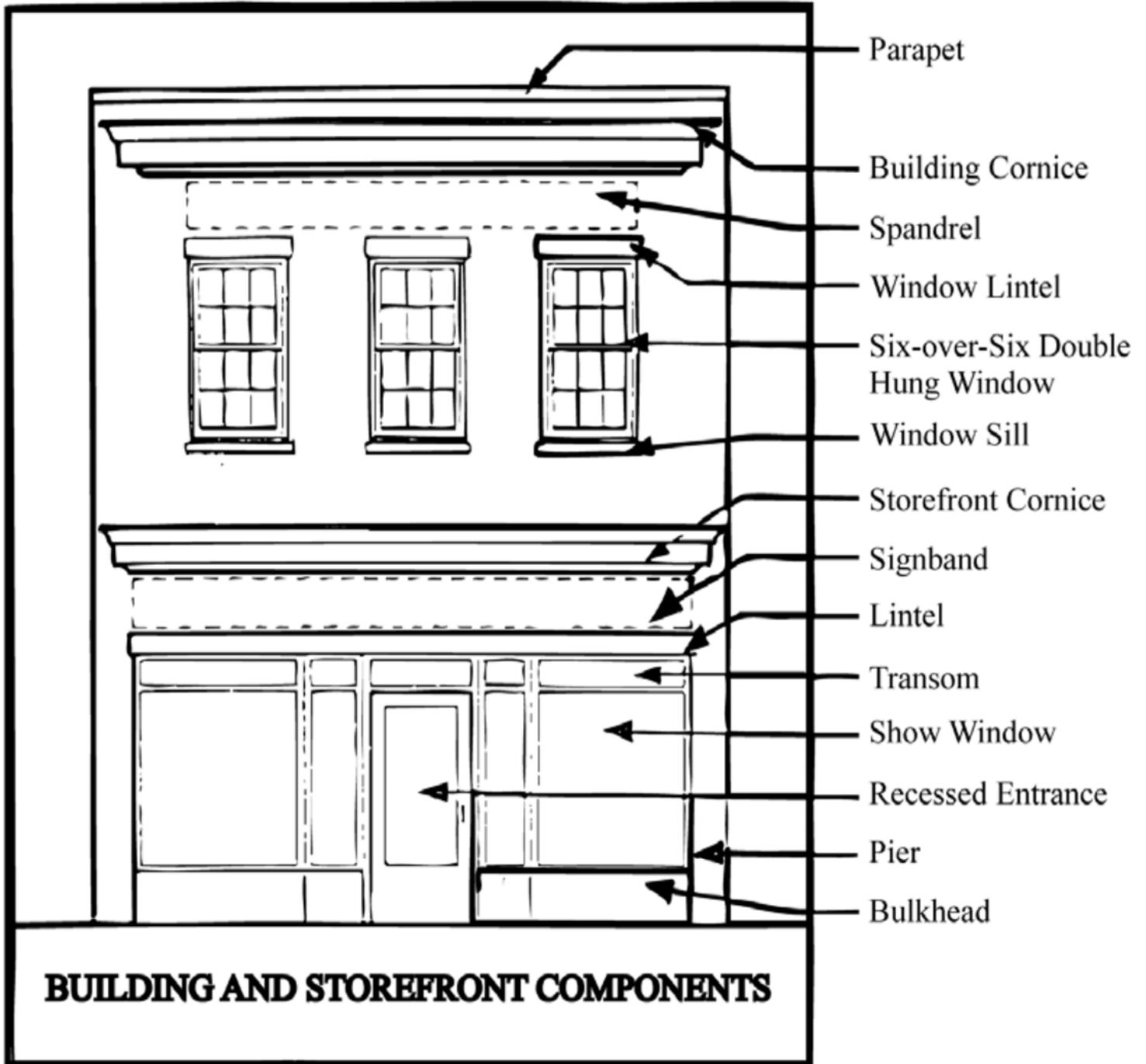
- Historic Preservation Commission Filing Fee**
- Application Form** (Attached)
- Drawings** (to scale) of the proposed building showing specific architectural elements and details, measurements, proposed colors and the overall streetscape.
- Streetscape Elevations**, at a minimum, streetscape elevations should show the front elevations of the building and adjacent structures. The streetscape elevation should illustrate any substantial grade changes between properties.
- Description of Exterior Materials** (Attached) Samples of materials should be available for Commission review.
- Parking Lot Layout** (if applicable) complete with stall dimensions, number of spaces, type of surface, drainage, lighting, fencing, planting, aisle width, driveway approaches and required handicapped parking.
- Lighting Plan** (if applicable), complete drawing indicating size, style, location and color of light fixtures, along with a photo or spec sheet of the specific light.
- Photographs** of the current site and historical photos of the building. Historical photos may be found at the Burlington Historical Society, 232 N. Perkins Blvd or [www.burlingtonhistory.org](http://www.burlingtonhistory.org).
- Proposed Colors**. Colors on all facades, trim, windows, doors, and signs shall be indicated on the submitted drawings showing exact locations of where the colors will be.
- Demolition Plans**. If a partial demolition or major addition is proposed, a demolition plan should be submitted showing existing walls to remain, existing walls to be removed, and all new walls. If a major addition is proposed, such as a second floor addition to a one story building, a written statement should be provided identifying existing materials, structural condition and the exterior wall plan.

### For Signage and Awning Requests

- Site Plan** showing location of proposed sign(s) and any proposed landscaping or lighting.
- Elevation of Building** façade with proposed rendering of the signage/awning.
- Sign Elevations** detailed with dimensions. Materials, letter size, typeface, and colors and location.
- Width/Length** of building.

***NOTE: Please supply material samples of all exterior alterations for the HPC meeting.***

# Façade Elements





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PROJECT SCOPE	
<input type="checkbox"/> New Building	<input type="checkbox"/> Facade Alteration
<input type="checkbox"/> Lighting Addition/Alteration	<input type="checkbox"/> Sign or awning
<input type="checkbox"/> Tuckpointing	<input type="checkbox"/> Cleaning (chemical or sandblast)
<input type="checkbox"/> Window/Door Replacement	<input type="checkbox"/> Maintenance and painting
<input type="checkbox"/> Demolition Full/Partial	<input type="checkbox"/> Other _____

PROJECT ADDRESS:

\_\_\_\_\_, Burlington, WI

Property Owner Information

Property Applicant Information

Owner of Property

Applicant Name

Owner's Address

Applicant Address

City, State and Zip Code

City, State and Zip Code

Phone Number

Fax Number

Phone Number

Fax Number

Email Address

Email Address

Owner's Signature

Applicant's Signature

Name of Business: \_\_\_\_\_

What is the proposed use(s) of the building? \_\_\_\_\_

Architect or engineer's name and address: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

**DESCRIPTION OF EXTERIOR MATERIALS**  
*(The use of natural materials is strongly encouraged)*

**Façade Material**

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**Existing Façade Material**

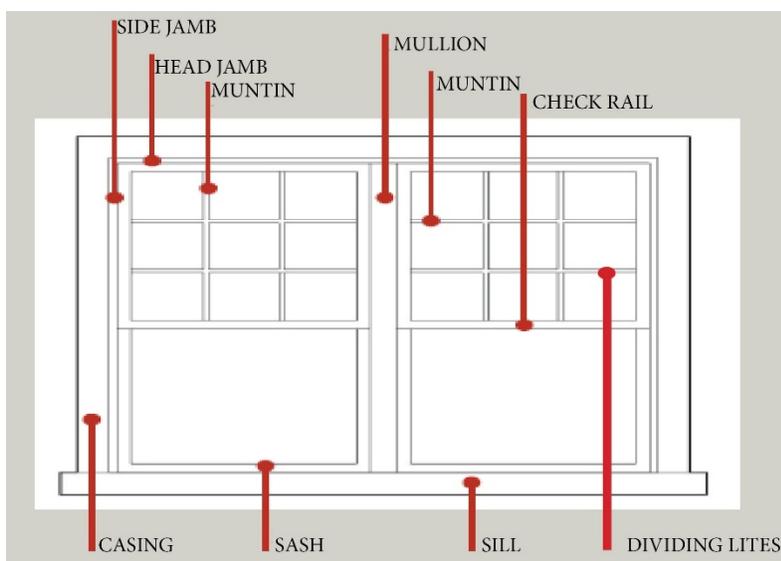
- Stone
- Brick
- Siding
- Wood Clapboard
- Other \_\_\_\_\_
- Color of Material \_\_\_\_\_

**Proposed Façade Material**

- Stone
- Brick
- Siding
- Wood Clapboard
- Other \_\_\_\_\_
- Color of Material \_\_\_\_\_

**Window Treatment**

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**Existing Window Type**

- Double Hung
- Fixed
- Historical
- Other \_\_\_\_\_
- Color of Finish \_\_\_\_\_

**Proposed Finish and Color of Windows**

- Wood (recommended)
- Aluminum Clad
- Vinyl Clad
- Other \_\_\_\_\_

**Window Muntins (if applicable)**

*A muntin is a strip of wood or metal separating and holding panes of glass in a window.*

- Not Provided
- True Divided Lites

**Simulated Divided Lites (if applicable)**

*Simulated divided lite windows have just one piece of glass with removable muntins attached to both the interior and exterior of the glass.*

- Interior and Exterior muntin bars (recommended)
- Interior muntin bars only
- Exterior muntin bars only
- Muntin bars contained between the glass

DESCRIPTION OF EXTERIOR MATERIALS – CONTINUED

**Trim Material**

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**Door Trim**

- Limestone
- Brick
- Wood
- Other \_\_\_\_\_

**Window Trim**

- Limestone
- Brick
- Wood
- Other \_\_\_\_\_

**Fascias and Soffits**

- Wood
- Other \_\_\_\_\_

**Lighting**

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- New
- Existing
- Type \_\_\_\_\_
- Material \_\_\_\_\_
- Color \_\_\_\_\_
- Size \_\_\_\_\_

**Maintenance & Repair**

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- Tuckpointing
- Cleaning with water
- Cleaning with chemicals – type: \_\_\_\_\_
- Cleaning with sandblasting (not allowed with brick)
- Painting
- Other \_\_\_\_\_

**Chimney Material**

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- Brick
- Stone
- Stucco
- Other \_\_\_\_\_

**Roofing**

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**Primary Roof Material**

- Wood Shingles
- Composition Shingles
- Slate
- Clay Tile
- Metal
- Other \_\_\_\_\_
- Color of Material \_\_\_\_\_

**Flashing Material**

- Copper
- Other
- Metal

**Gutters and Downspouts**

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- Copper
- Aluminum
- Other \_\_\_\_\_

**Terraces and Patios**

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- Bluestone
- Brick Pavers
- Concrete Pavers
- Poured Concrete
- Other \_\_\_\_\_