

Application for the Certificate of Appropriateness

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.
- 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.



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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

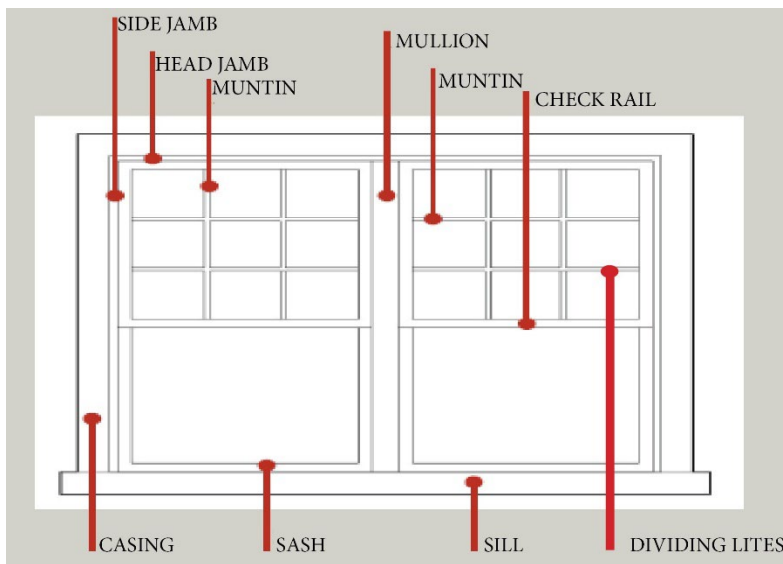
Existing Façade Material

- Stone
- Brick
- Siding Siding
- Wood Clapboard
- Other _____
- Color of Material _____

Proposed Façade Material

- Stone
- Brick
- _____
- Wood Clapboard
- Other _____
- Color of Material _____

Window Treatment



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

Door Trim

- Limestone
- Brick
- Wood
- Other _____

Window Trim

- Limestone
- Brick
- Wood
- Other _____

Fascias and Soffits

- Wood
- Other _____

Lighting

- New
- Existing
- Type _____
- Material _____
- Color _____
- Size _____

Maintenance & Repair

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

Chimney Material

- Brick
- Stone
- Stucco
- Other _____

Roofing

Primary Roof Material

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

Flashing Material

- Copper
- Other
- Metal

Gutters and Downspouts

- Copper
- Aluminum
- Other _____

Terraces and Patios

- Bluestone
- Brick Pavers
- Concrete Pavers
- Poured Concrete
- Other _____

Façade Elements

