

City of Eau Claire
Landmarks Commission
Application for Certificate of Appropriateness

All applications for a demolition permit for exterior alterations, reconstruction, or new construction involving landmark sites or structures within a local historic district shall be considered by the Landmarks Commission for issuance of a Certificate of Appropriateness prior to the issuance of a demolition or building permit. The Commission shall make its determination based on the criteria listed under Section 2.65.040 of Chapter 2.65 of the Eau Claire General Ordinance entitled "LANDMARKS" and based on the standards contained in the applicable district plan (where appropriate).

Date: _____

Property Owner: _____

Address: _____ Phone: _____

Name of Landmark or District: _____

Contact Person: _____ Phone: _____

Proposed Activity: _____

The Commission may approve, approve with conditions, or deny issuance of the Certificate of Appropriateness. A rejected application may be resubmitted, provided it satisfies the objectives stated by the Commission, or it may be appealed to the City Council. Decisions of the Commission may be appealed to the City Council by filing a written appeal with the City Clerk within 30 days of the date on which the Commission makes its final decision.

I hereby certify that all work will be completed as approved by the Commission. Further, I understand that the City must be contacted prior to undertaking any work that differs from that which is approved by the Landmarks Commission. Such proposed changes may be forwarded to the Landmarks Commission for further review.

 Applicant Signature Date: _____

NOTE: Please attach all applicable information listed on the reverse side of this application.

CERTIFICATE OF APPROPRIATENESS

Submittal Requirements

The applicant shall submit the following items to assist the Landmarks Commission in their consideration of this application:

1. A recent photograph of the areas of the property which may be affected by the proposed activities.
2. A scaled elevation sketch of the property as it will appear if the proposed activities are undertaken (where exterior changes are proposed).
3. A narrative describing proposed work (i.e., building materials, hardware, colors, and measurements, where applicable).
4. Manufacturer catalog specifications and illustrations, where applicable.
5. Any building plans or site plans that may be required by building codes and the Zoning Ordinance.
6. Reason for undertaking the proposed activities. (If an emergency, state circumstances.)

Submit completed application and items mentioned above to:

Department of Community Development
203 S. Farwell Street
Eau Claire, WI 54702-5148
Phone: 715-839-4914