

CERTIFICATE OF APPROPRIATENESS GUIDELINES**

Village of New Glarus
Historic Preservation Commission
ADOPTED - JANUARY 20, 2011

Initial steps

1. Property owner(s) obtains a Certificate of Appropriateness application from the Village Clerk-Treasurer or online at newglarusvillage.com and fills in as much information as possible on the property.
2. The property owner(s) use documentation originally submitted in the Landmark Nomination application and additional materials gathered to support the proposal of exterior change to the building. Particular attention should be paid to the features of the property/building that were specified in the Landmark Nomination application, which were why the property was protected. The Historic Preservation Commission may be used as a resource.

Submit the Application

3. Property owner(s) submit completed application form at least 10 days before the meeting at which the Commission will consider the application, along with all relevant plans, drawings, specifications, and supplemental materials.
4. Your application will be scheduled onto the next agenda for the Historic Preservation Commission.
5. Each exterior change constitutes a separate application; however, a set of changes may be submitted together. Each change will be considered separately by the Commission.

The applicant or designee is strongly encouraged to attend the meeting at which the application will be considered to answer any questions the Commission may have.

Consideration of the Application

6. The Application will be considered on the following criteria:
 - a. Is the work proposed consistent with the details specified in the original Landmark Nomination Application?
 - b. Will the proposal adversely affect or not harmonize with the external appearance of other neighboring improvements?
 - c. Does the proposal conform to the objectives and design criteria of the historic plan for the district, if applicable?
 - d. If the proposal includes demolition, is architectural or cultural significance altered in such a way as to be detrimental to the public interest and contrary to the general welfare of the people of the village and state?
 - e. Applicant is encouraged to submit any detail to support their application including pictures, material samples and renderings that demonstrate compliance.
7. The Historic Preservation Commission is obligated to act on every application within 45 days of receipt by the Village Clerk. If the Commission fails to issue a Certificate of Appropriateness, the Commission shall, with the cooperation of the applicant, work with the applicant in an attempt to obtain a Certificate of Appropriateness within the guidelines.

****DISCLAIMER:** These are guidelines for Certificate of Appropriateness as described in the Municipal Code of the Village of New Glarus §16-10. These guidelines are summaries of process used by the Commission, and are not intended to be or replace legal advice. Property owners should review the Municipal Code of the Village of New Glarus for further information and seek legal counsel for legal advice regarding the landmark designation process if they have further questions regarding the process.

VILLAGE OF NEW GLARUS
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
NEW GLARUS HISTORICAL LANDMARK

APPLICATION DATE: _____

APPLICANT NAME: _____

ADDRESS: _____

TELEPHONE: _____

LANDMARK NAME: _____

SITE ADDRESS: _____

IF LANDMARK, DATE RECORDED _____

IF HISTORIC DISTRICT, PROVIDE MAP OF DISTRICT SHOWING PROPERTY LOCATION.

PROPOSED PROPERTY OR LANDMARK IMPROVEMENT [Attach detailed drawing and/or explanation of work or repair to be made] _____

NOTE: Ordinary maintenance and repairs may be undertaken without a certificate of appropriateness provided the work involves repairs to existing features of structure or site, or replacement of elements of a structure with pieces identical in appearance of the structure or site and does not require a building permit.

IF APPROVAL FOR DEMOLITION, indicate hardship or difficulty claimed:

Will proposed construction adversely affect or not harmonize with external appearance of the neighboring improvements on such site or within district?

Does the proposed construction, reconstruction, exterior alteration or demolition conform to the purpose and intent of Section 16-10 and the objectives and design criteria of the Historic Preservation Plan for the District? YES NO

IF DEMOLITION, is architectural or historical significance such as to be detrimental to the public interest and contrary to the general welfare of the people of the Village of New Glarus and State of Wisconsin? YES NO

Applicant Signature

