



REQUEST FOR CERTIFICATE OF APPROPRIATENESS

City of Columbia
208 S. Rapp Ave.
Columbia, IL 62236
618.281-7144 x 105

(This Box Staff Use)			
<i>Date set for hearing:</i>		<i>Date:</i>	
<i>Notice published on:</i> (Publish in Republic Times)		<i>Zoning District:</i>	

Application Instructions

Instructions/Guidelines:

The purpose of a Certificate of Appropriateness (COA) is to provide for preservation of historic sites in the City of Columbia. A COA issued by the Columbia Heritage & Preservation Commission (CHPC) shall be required before any alteration in the current design or materials of any designated historic landmark or any building, structure, or site, or part thereof, in a designated historic district, when such alteration would be visible from a public right-of-way (including alleys). Even alterations from current condition intended to return a structure to its original or historic condition shall require a COA. Obtaining a Certificate of Appropriateness does not take the place of any other permit, you may need to apply for additional permits as well.

- Application:** Please submit completed application to Columbia Building and Zoning office.
- Public Hearing:** A public hearing will be scheduled within sixty (60) days of receipt of the application for consideration of the application. A public notice for consideration of the application shall be published no less than fifteen (15) days nor more than thirty (30) days before a hearing, in a newspaper of general circulation published in the City. Notice of date, time, place and purpose of public hearing shall be sent by mail to adjoining property owners fifteen (15) to thirty (30) days prior to the date of hearing. The CHPC will meet and review application according to the criteria established in code. A recommendation will be made to City Council thirty (30) days following the date of the closing of the public hearing.
- Approval Process:** Upon approval of the application, a signed COA to the applicant will be issued. If the application for COA is denied by the Council, the applicant can request appeal in accordance with the provisions of Sections 15.64.250 and 15.64.260 of this chapter.

All information requested below must be submitted to the City Clerk's Office before a hearing will be scheduled.

I have read the information above regarding a request for a Certificate of Appropriateness:

Applicant Signature

Date

A. Location of Property**Address:**

No. Street

Legal Description of Property

(This information can be obtained from the Monroe County GIS or by contacting the county)

Zoning District:**B. Legal Owner of Property****Name:****Address:**

No. Street City State Zip Code

Phone #:**Email****C. Contractor Information****Name:****Address:****Email:****Phone #:****D. Architects Information****Name:****Address:****Email:****Phone #:****E. A brief description of the present improvements situated on the property.**

F. A detailed description of the construction, alteration, demolition, or use proposed, together with any architect drawings or sketches if those services have been utilized by the applicant, and if not, a sufficient description of the construction, alteration, demolition, and use to enable anyone to determine what the final appearance and use of the real estate will be. Attach any supporting documentation that will be presented as well. (Guidelines for COA attached)

G. Disclosure & Signatures

By signing below you certify that you are the owner of record of the named property, have been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statutes, ordinances and codes of this jurisdiction, including those adopted by the City of Columbia. I understand the City assumes no liability and reserves the right to revoke the approved request due to errors and omissions within this document, submitted site plan and other documents.

Property Owner

Date

Building & Zoning - Staff Use Below

Comments:

Office Use Only	
	Application Received
	Public Hearing Scheduled within 60 days, posted on board and door out front
	Notice sent to paper
	Notice sent to adjoining properties
	Meeting scheduled with Heritage and Preservation Commission
	City staff will inform applicant of status after meeting
	If approved, issue Certificate of Appropriateness and request any further permits

Guidelines for Certificate of Appropriateness (CoA)

Additions

Additions should match the material, window spacing and roof pitch of the main structure:

- Impact of the addition should not overwhelm the main structure;
- Significant historical materials and features should be preserved and not covered up with the addition.

Chimneys

When rebuilding or repairing existing chimneys, existing material and design should be matched, unless it can be shown that this differs from the original construction, in which case that may be used as the model instead. Additional chimneys must match existing ones in material and basic design.

Cleaning

Cleaning of materials should be done by the gentlest means possible:

- Destructive, dangerous and/or abrasive cleaning techniques, such as propane torching, sand or water blasting, or the use of strong chemicals should not be deployed;
- Any material destroyed or damaged in the cleaning process should be replaced by equivalent material (e.g., wood siding should be replaced by wood siding).

Dormers

Dormers should be maintained in original size, shape and placement unless the owner can show they were not part of the original structure and that they have not become significant parts of the design of the structure or its history:

- In that case, dormers may be removed;
- New dormers should match the original architectural style and materials of the structure, be located as to preserve the original balance and massing of the structure, and be compatible with existing dormers in proportion, slope and design.

Fences

Style should be appropriate to the period of the buildings:

- Use of chain link is discouraged; when used, it should be painted black or dark green to make it as unobtrusive as possible;
- Plastic fencing is allowed.

Garages

In general, garages should match surrounding buildings:

- Pitch of roof on a new garage should match that of the house, unless specific problems prevent it (i.e., a house with extremely steep pitch, which would result in a garage roof too high to meet zoning requirements);
- Siding should match that of the house unless the house is brick; then wood is allowed as an alternative;

Guidelines for Certificate of Appropriateness (CoA)

- Service doors and windows should match those on the house in design;
- Plain flush garage doors should match those on the house in design.

Paint

Paint colors should be selected for what is stylistically appropriate for the period of the architecture and most likely to blend with paint colors on other buildings on the street:

- In general, the number of colors for the exterior should be limited in keeping with the original style and with other buildings within the historic district;
- Avoid bright or brilliant tones as dominant building colors;
- Light colors visually reduce the massiveness of a wall and absorb less heat, but white--unless appropriate to the original architectural style--is not recommended for wall surfaces because it is overly bright and tends to draw attention rather than blend in with surrounding buildings;
- Use color to accent important detail;
- Brick, stone, or other masonry should not be painted unless the material has been painted before;
- Wood surfaces which are stained should continue to be stained and not painted;
- Other wood surfaces should be painted and not left untreated or allowed to "weather" in appearance;
- Paint should not be removed from materials which were originally painted.

Porches & Decks

Porches and decks should be compatible with the main structure in materials and scale:

- Vertical elements (e.g. railings) should be painted to be compatible with the main structure (i.e., decking may be stained or painted to match railings);
- Original work/details should be retained whenever possible.

Ramps

Railings for ramps installed to provide handicapped accessibility should match similar elements on the structure.

Roof Repair or Replacement

The original materials, shape, pitch, eaves, lines, and ridge should be retained and/or duplicated, whenever possible:

- When not possible, materials should be used that are compatible with the original in texture, basic material, and color;
- Adequate drainage and weather-tight covering should be provided;
- When replacing deteriorated roofs, whenever possible new materials should match the old in composition, size, shape, color, and texture;
- Necessary roof-mounted architectural features such as dormers, cupolas, cornices, brackets, chimneys, cresting and/or weathervanes should be preserved or replaced;

Guidelines for Certificate of Appropriateness (CoA)

- Gutter or downspout materials should be appropriate to the building on which they are located and have the same size, shape, texture and material as historic gutter and downspout systems.

Satellite Dishes

- Satellite dishes are strongly discouraged but, if placed in use, must be as unobtrusive as possible.

Siding

Original materials and designed should be retained and/or duplicated:

- Mortar should only be repointed when there are moisture problems or where mortar is missing;
- Mortar should not be routed with electric devices because it may cause damage to adjacent masonry;
- Original mortar should be duplicated in terms of composition, color and texture;
- Original mortar joint profiles in all weathering joints should be retained;
- Original materials should be duplicated when replacing deteriorating masonry;
- Missing architectural elements (i.e., cornices, brackets, railings, porches, and shutters) should be replaced;
- Masonry that has not been painted before should not be painted;
- Masonry and wood that were originally painted should be repainted;
- Vinyl or aluminum siding will be allowed only on structures built after such materials were generally available, and if such siding is used, it should match the original in appearance (spacing and direction) and decorative trim/cornerboards should be retained;
- Synthetic or modern replacements of original materials such as aluminum, fiberglass or epoxies should not be used other than for stabilization, consolidation or conservation of original materials.

Signs

Refer to Article IV (Regulations Based on Type of Location of Street Graphics) of the City of Columbia, Illinois Ordinance No. 892, entitled "FIRST REVISED STREET CONTROL ORDINANCE", as amended by Ordinance No. 1528 enacted December 16, 1996, to regulate signs on historic landmarks and/or in historic districts.

Skylights

Use of skylights that are visible from the street is discouraged; those that are not visible from the street do not require a CoA.

Solar Collectors

Allow homeowners to utilize modern technology while preserving the home.

Guidelines for Certificate of Appropriateness (CoA)

Swimming Pools

Permanent above-ground pools, which are inconsistent with historical uses, are strongly discouraged.

Windows and Doors

The original style of windows and doors should be retained:

- Window and door openings should be kept in their original size and spacing;
- Original openings and trim, including sash, glass, lintels and sills, architraves, doors, pediments, hoods, steps and hardware should be repaired and reused;
- When original materials are too badly deteriorated, materials and design should be duplicated in new sash and door work;
- When used, substitute materials should be as unobtrusive as possible and removable in the future;
- Use of snap-in mounting bars and similar items should be used only in noncontributing properties;
- Use of raw aluminum for storm windows and doors is strongly discouraged;
- Contemporary door designs, such as flush doors, not appropriate to the style of a historic building, should not be used;
- Replacement doors should match the historic doors in material, size and style, have the same series of panels, and have a frame of the same dimensions.