



City of Woodstock
Application for Certificate of Appropriateness

Address of property _____ Date filed _____

APPLICANT INFORMATION

Applicant's Name: _____

Applicant's Address: _____

Daytime Telephone Number: _____ Email address: _____

Relationship to Property Owner _____
(ie. owner, lessee, architect, contractor, attorney)

OWNER INFORMATION (If different than applicant)

Property Owner's Name: _____

Property Owner's Address: _____

Daytime Telephone Number: _____ Email Address: _____

PROPERTY INFORMATION

Year Built: _____

Original Name of Structure: _____

Original Use of Structure: _____

Common Name or Current Business: _____

Current Use(s): _____

TYPE OF WORK Check all that apply.

EXTERIOR ALTERATIONS

- Storefront Remodel Windows Doors Siding Roof
- Porch/Railings Awning Fence/Gate Lighting Painting
- Stairs Gutters Landscape Masonry
- Other _____

NEW CONSTRUCTION/DEMOLITION/RELOCATION:

- New Structure Addition to Existing Structure Demolition
- Relocation of Existing Structure

SCOPE OF WORK:

DESCRIPTION OF WORK: Please describe in detail the work to be done. The description should include information about the current state of the property, historic features, materials, methods, design, measurement, project phasing, reason for work and expected completion date. Demolition requests must include the proposed reuse of the site. Relocation requests must include information about the new site. Additional pages may be attached.

COST OF WORK: The Historic Preservation Commission strongly recommends that applicants obtain a detailed cost estimate or estimates before you proceed with your project. Have you obtained a cost estimate for the work items and products described above?_____

ALL APPLICATIONS MUST INCLUDE:

Photographs of the existing structure and site (digital, black and white, or color prints are acceptable.)

If the project includes any new construction or reconstruction, also include:

Sketches and/or architectural/designer plans and elevation drawings

Proposed materials and colors

Manufacturer’s photographs, illustrations, cutsheets and/or specifications (including warranty information, if applicable.)

Site plan, with dimensions, if applicable

If material changes are proposed, also include:

Sketches and/or architectural/designer plans and elevation drawings indicating location of changes

Samples of new materials

Proposed colors

Manufacturer’s photographs, illustrations and/or specifications (including warranty information, if applicable).

If a relocation project, also include:

Photographs and description of new site

Site plan of new location

Applicant Signature _____

Applicant acknowledges the proposed project will comply with the Woodstock City Code including, but not limited to the Woodstock Historic Preservation Ordinance, the Secretary of the Interior’s Standards for Rehabilitation and the Design Guidelines for Properties within the Woodstock Downtown Business Historic Preservation District. Applicant also acknowledges that if granted, the Certificate of Appropriateness is only for the project and materials as approved, and that applicant will contact the Building & Zoning Department prior to making changes that deviate in any way from the approved Certificate of Appropriateness.

FOR INTERNAL USE

Date received _____ **Received for Completeness by:** _____

Type of Review: **Category I Administrative** **Category II HPC**

COA Meeting Date _____

Applicant has received: Design Guidelines Window or Door Policy Awning Policy

Applicant has been advised of : 20% Federal Tax Credit
 Illinois Property Tax Assessment Freeze Program