

CITY OF MACOMB HISTORIC PRESERVATION COMMISSION

**Office of Building & Zoning
232 East Jackson Street
Macomb, IL 61455
309-833-4944**

CERTIFICATE OF APPROPRIATENESS APPLICATION

1. NAME OF PROPERTY: _____
2. ADDRESS: _____
3. OWNER OF PROPERTY: _____
4. LEGAL DESCRIPTION: _____
5. BRIEF DESCRIPTION OF THE EXISTING IMPROVEMENTS AFFECTED BY PROJECT:

6. DETAILED DESCRIPTION OF CONSTRUCTION, ALTERATION, ADDITION,
DEMOLITION OR REHABILITATION PROPOSED: _____

Note:
Please enclose any architectural drawings, sketches, drawings or photographs or sufficient descriptions of the construction, alteration, demolition and building use to enable anyone to determine what the final appearance and use of the real estate will be. (See attached standards and guidelines).

7. DEVELOPER, IF DIFFERENT FROM OWNER: _____
8. ARCHITECT, CONTRACTOR, OR BUILDER: _____

SIGNATURE OF APPLICANT FOR CERTIFICATE OF APPROPRIATENESS:

Name: _____ **Date:** _____

CITY OF MACOMB HISTORIC PERSERVATION COMMISISON
CERTIFICATE OF APPROPRIATENESS
APPLICATION ATTACHMENTS

New Construction, Addition and Alterations

- Site plan, drawn to scale, including landscaping, parking, utilities and other elements.
- Floor plans, drawn to scale and dimensioned, showing existing conditions and proposed work
- Elevations (all affected exterior views), drawn to scale, showing proposed work.
- Photographs showing all sides and existing conditions.
- Historic photographs, if available, showing area where changes are to be made.
- A list of materials to be used, including color options.
- A comparison of the planned work in comparison to the appearance and nature of the structures in the same block.

Demolition of a Structure

- A statement of the reasoning behind, or need for, the demolition.
- Photographs of the entire exterior and interior showing the general condition of the property.
- The current assessed dollar value of the property.
- Plans for the site following demolition and clearance.
- If a partial demolition, photographs of exterior and interior views of the section to be demolished.
- Historic photographs, if available, showing any areas or structures to be demolished.

To be placed on the Macomb Historic Preservation Commission (MHPC) agenda, an application for a Certificate of Appropriateness must be received in the Office of Building & Zoning no later than 5:00 PM of the business day 15 calendar days prior to the next scheduled meeting of the MHPC. The Building & Zoning Office will review the application to make sure all necessary information has been submitted in accordance with the application requirements and shall notify the applicant of any missing or additional information needed. The MHPC may request additional information of an applicant or may table an application until the next meeting for lack of information. The applicant or his agent must attend the MHPC meeting to answer any questions the Commission may have. Applications not received by the Office of Building & Zoning Department prior to the deadline shall be scheduled for the following meeting. The Community Development Coordinator may however, in consultation with Commission Chair, place an item on the agenda in unique situations when the delay is critical to a contractor or property owner.

DESIGN GUIDELINES

Design guidelines for applying the criteria for review of Certificates of Appropriateness shall at a minimum, consider the following architectural criteria:

1. Height - the height of any proposed alteration or construction should be compatible with the style and character of the landmark and with surrounding structures in a historic district;
2. Proportions of windows and doors - The proportions and relationships between doors and windows should be compatible with the architectural style and character of the landmark;
3. Relationship of Building Masses and Spaces - The relationship of a structure within a historic district to the open space between it and adjoining structures should be compatible;
4. Roof Shape - The design of the roof, fascia, and cornice should be compatible with the architectural style and character of the landmark;
5. Landscaping - Landscaping should be compatible with the architectural character and appearance of the landmark;
6. Scale - The scale of the structure after alteration, construction, or partial demolition should be compatible with its architectural style and character and with surrounding structures in a historic district;
7. Directional Expression - Facades in historic districts should blend with other structures with regard to directional expression. Structures in a historic district should be compatible with the dominant horizontal or vertical expression of surrounding structures;
8. The direction expression of a landmark after alteration, construction, or partial demolition should be compatible with its original architectural style and character;
9. Architectural Details - Architectural details including types of materials, colors, and textures should be treated so as to make landmark compatible with its original architectural style and character of a landmark or historic district;
10. New structures in a Historic District shall be compatible with the architectural styles and design in said districts.
11. Any new or replacement canopies or awnings shall be of an all-weather cloth or canvas material and shall be of a subtle, pastel or earth-tone color.

STANDARDS FOR CERTIFICATES OF APPROPRIATENESS

In making a determination whether to approve or deny an application for a COA, the Macomb Historic Preservation Commission shall be guided by the Secretary of the Interior's "Standards for Rehabilitation", as follows:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site environment;
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided or at least minimized;
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken;
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved;
5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure, or site shall be treated with sensitivity;
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall, as closely as possible, match the old in design, color, texture, materials and other visual qualities. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence whenever it is available;
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of the structures, if appropriate, shall be undertaken using the gentlest means possible;
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken;
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment;
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.