



macomb illinois
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APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Historic Preservation Commission
Fee: \$0

Name of Property: _____

Address: _____

Owner of Property: _____

Telephone: _____ Email: _____

Brief Description of the Existing Improvements Affected by Project: _____

Detailed Description of Construction, Alteration, Addition, Demolition, or Rehabilitation Proposed:

Note: Please enclose any architectural drawings, sketches, or photos, or sufficient descriptions of the construction, alteration, demolition, and building use to help justify the proposed project. Any plans or other documents elaborating upon the application are helpful in facilitating the process. (See attached standards and guidelines)

Developer (if different from owner): _____

Address: _____

Telephone: _____ Email: _____

Architect, Contractor, or Builder (if applicable): _____

Telephone: _____ Email: _____

Address: _____

Signature(s) for Certificate of Appropriateness:

Applicant Signature

Date

Owner Signature (if different from applicant)

Date

Return Completed Form To: Office of Community Development, City Hall 2nd Floor, 232 E. Jackson St. Macomb, IL 61455 | (309) 833-4944

CERTIFICATE OF APPROPRIATENESS APPLICATION ATTACHMENTS

New Construction and Additions

- Follow all applicable site plan procedures

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
- Photographs showing all sides and existing conditions
- Historic photographs, if available, showing area(s) where changes are to be made
- A list of materials to be used, including color options
- A comparison of the planned work 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 by the Office of Community Development no later than 5:00 pm of the business day 15 calendar days prior to the scheduled meeting of the MHPC. The Office of Community Development 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 their representative must attend the MHPC meeting to answer any questions the Commission may have. Applications not received by the Office of Community Development prior to the deadline shall be scheduled for the following meeting.

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 surround structures in a historic district;
7. Directional Expression- Facades in historic districts should blend with other structures with regards 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 district.
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 deciding 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 will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will 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 elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will 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.