

## HISTORIC DISTRICT - CERTIFICATE OF APPROPRIATENESS GENERAL INFORMATION AND SUMMARY OF REVIEW PROCESS

*Last revised 8/14/17*

### Contact Information

**Questions:** Contact Lockport's Planning Department at 815-838-0549, option 4.

### Review Process Summary

Within Lockport's Historic District, before improvements are made that can impact the exterior appearance of the property, the City's Heritage and Architecture Commission (Historic Preservation Commission) must first issue a Certificate of Appropriateness (COA). A Certificate of Appropriateness is required for a variety of improvements, including, but not limited to: replacement of windows unit or sash, signage (excluding window signage), removal/installation of awnings, addition/removal of siding, addition/removal of paint to masonry surfaces (no review required for painting wood surfaces), window/door trim, shutters, other decorative architectural elements, fences, and replacement/removal of limestone sidewalks.

Applicants are encouraged to consult with the Planning Department prior to submitting an application to obtain guidance on the process and Historic District requirements. When the Planning Department receives an application for a COA, City staff will review the information for completeness and to determine whether it's consistent with Historic District requirements. The City Planner will prepare a staff report based upon his/her evaluation of the proposal and input from other departments. The City Planner will place the item on an upcoming Historic Preservation meeting agenda for the Commission's consideration. Prior to the meeting, City staff will distribute copies of the application and staff report to Commission members for review.

At the meeting the Commission will review the COA request. **The Applicant must attend the meeting and be available for questions from the Commission.** Following their review, the Commission will either vote to approve or deny the Certificate of Appropriateness or they may postpone action and request the applicant come back to another meeting with additional information or revised plans.

### General Information

**Fee:** There is no application fee for a Certificate of Appropriateness. If the proposed work requires a building or sign permit, those permits and associated fees apply. The City will not issue a building or sign permit in the Historic District until the Historic & Architectural Commission has first issued a COA.

**Application submittal/dates:** **Submit applications to the Community Development Department/Planning – City Hall, 222 E. 9<sup>th</sup> Street, 2<sup>nd</sup> Floor) a minimum of 2 weeks prior to the Heritage and Architecture Meeting in order to be considered for placement on an agenda. Depending on the scope of a project additional time may be required. Staff reserves the right to postpone an application to a future meeting if information is incomplete or an agenda is full.**

**Meeting dates:** **Meetings are held the 3<sup>rd</sup> Thursday of each month at 6:00 PM in the 3<sup>rd</sup> floor conference room of City Hall (222 E 9<sup>th</sup> Street).** If the City hasn't received any applications by the submittal deadline a scheduled meeting may be cancelled. Applicants are urged to confirm all dates with Staff prior to filing an application. Dates are subject to change.

**Validity of Approval:** A Certificate of Appropriateness is **valid one (1) year from the date of approval.** A Certificate of Appropriateness certifies that the Commission deems the proposed work as historically appropriate. Required building or sign permits must still be obtained and are contingent upon the submission of plans that meet City Codes.

**HERITAGE & ARCHITECTURE COMMISSION  
CERTIFICATE OF APPROPRIATENESS APPLICATION**

Applying for a Certificate of Appropriateness for: ( ) **Signage** ( ) **Window/Door Replacement**  
( ) **Façade** ( ) **Demolition** ( ) **Other, Explain:** \_\_\_\_\_

**SELECT APPLICANT INTEREST IN THE PROPERTY (check one)**

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- Applicant is owner of the subject property (Attach Title or evidence of ownership)
- Applicant is the contract purchaser of the property (Attach a copy of the contract)
- Applicant is a tenant of the subject property (Attach a copy of the lease)
- Applicant is acting on behalf of the owner (Notarized letter of consent from owner is required.)
- Applicant is acting on behalf of the beneficiary of a trust. (Notarized letter from an authorized trust officer identifying the applicant as an authorized individual acting in behalf of the beneficiaries and providing the name, address and percentage of interest of each beneficiary is attached to this executed application)

**SUBJECT PROPERTY INFORMATION**

Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_ Current Use: \_\_\_\_\_

**SUBMITTAL ITEMS**

In addition to the submitting the application, the following items are required:

- One (1) plat of survey. (***Only for demolition or addition projects***)
- One (1) copy of the contractor's cost estimate for work.
- Nine (9) full size copies of all **plans/drawings and product specifications of the proposed work** (to scale).
- Submit PDFs of the plans/drawings and product specifications on a CD or USB drive to City Planner
- Attach a written summary of the project/proposed modifications (***not required for window/door replacement or signage***)

**Applicant must attend the meeting or the case will be pulled from the agenda.**

**Validity of Approval:** Once issued, the Certificate of Appropriateness is valid one (1) year from the date of approval. If permits are not obtained and work is not substantially completed within that time frame the approval is no longer valid.

**Additional permits/approval may be required:** A Certificate of Appropriateness certifies that the Commission deems the proposed work as historically appropriate for Lockport's Historic District. After receiving the Certificate of Appropriateness the applicant is still responsible for obtaining required building permits and/or sign permits which are contingent on the submission of plans that meet all other requirements of City Building and Zoning Codes.

I certify that I have read the application and that all exhibits and information presented herewith are complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**OTHER INTERESTED PARTIES**

**CONTACT PERSON:**  
(If different than applicant)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**PROPERTY OWNER:**  
(If different than applicant)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**CONTRACTOR:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**LAND PLANNER:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**ENGINEER:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**ATTORNEY:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**SURVEYOR:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Office Use Only:**

Case # \_\_\_\_\_

Application Received                      Date: \_\_\_\_\_                      Initials: \_\_\_\_\_

Approval from H&A                      Date: \_\_\_\_\_                      Initials: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_