City of Stoughton Certificate of Appropriateness

Definition and Procedure

Any plans to alter or reconstruct the exterior of any locally designed landmark or landmark site, and interior work that may impact exterior features, must be approved by the Landmarks Commission before a building permit can be issued. The Commission will conduct a design review and issue a Certificate of Appropriateness (COA) to indicate that the proposed alterations have been approved.

The application form for the COA can be obtained from the Zoning Administrator along with the request for a building permit. When completed, the application form must contain all pertinent information concerning any alteration or reconstruction of a landmark or landmark site. This information will be needed for the Landmarks Commission to evaluate the impact of the proposed work on the landmark and the surrounding area. In order to expedite the evaluation process, please fill out the form completely and accurately, and include drawings and photographs. The completed form should be submitted to the Zoning Administrator at Stoughton City Hall, 207 S. Forrest Street.

The Commission shall have up to 60 days to approve the application and return the COA to the Zoning Administrator with permission to issue the building permit. If the Commission determines that the request does not meet the guidelines of city ordinance 12.135 (6)(c)(1-2), it shall inform the Zoning Administrator to deny the issuance of the permit. The Commission shall, at the request of the applicant, cooperate and work with the applicant in an attempt to obtain approval within the guidelines of the ordinance. Review of denial of permits shall lie to the City Council pursuant to chapter 2, article V and statute.

Certificate of Appropriateness Application Instructions

To receive a Certificate of Appropriateness (COA) from the Stoughton Landmarks Commission, it is necessary for the applicant to complete a COA application form and return it with copies of supplemental materials as appropriate to further describe the proposed project. Supplemental materials include photographs, plans, drawings and specifications. A complete application is to be filed with the Zoning Administrator for the City of Stoughton at least two weeks before the regularly scheduled Commission meeting at which the application and design is to be reviewed. The Commission meets the 2nd Thursday of each month. Generally, supplemental materials submitted with the application are not returnable, with the exception of historic photographs, etchings, lithographs or original blueprints and drawings.

1. **Name of Property**
   Provide the name given to the property when it was designated, if you know it. Give the full address of the property. If located in a local historic district, give the name by which the district was designated.

2. **Name and Mailing Address of Property Owner and Applicant**
   Provide the name, address, email address and telephone number of the property owner and applicant. If there are multiple owners of the property, include all parties using a separate sheet of paper if necessary. Provide the name, address and telephone number of applicants, if different from the owner.

3. **Attachments**
   Provide supplemental materials including current photographs of the property, photographs of existing conditions at the location of the building where the work is to occur, a copy of the plans and drawings and written specifications of the proposed project. To supplement your application and to help clarify the scope of work you may also submit material samples, site plans, sketches, historical documentation, or anything else that will illustrate to the Commission and staff the effect of the proposed project.

4. **Description of Proposed Project**
   Complete a separate description for each exterior architectural feature affected, such as windows, roof, porch(es), cornice, or masonry. Briefly describe the feature and give the approximate date it was constructed, if known. Describe in detail the proposed work and how it will impact the existing feature. Use as many pages as necessary to cover all aspects of the project. If more space is needed, continue on a separate page. Key work items to accompanying drawings or photographs.

5. **Signature of Applicant**
   All applications must be signed and dated.

If you have questions or need assistance in completing this form, please contact the Zoning Administrator at Stoughton City Hall (608) 646-0421.

City of Stoughton Certificate of Appropriateness
Application Form

1. **Name of Property**: _____

   Address of Property: _____

   Name of historic district in which property is located: _____

2. **Owner & Applicant Information**

   Owner Name: _____

   Street Address: _____

   City: _____ State: _____ Zip: _____

   Email and Phone number: _____

   Applicant (if different from owner): _____

   Email and Phone number: _____

3. **Attachments.** The following information is enclosed:

   _____ Photographs
   _____ Sketches, elevation drawings
   _____ Plan drawings
   _____ Site plan showing relative location of adjoining buildings, if located within a Historic
   _____ Specifications
   _____ Other (describe)

4. **Description of Proposed Project** (on next pages)

5. **Signature of Applicant** _____ Date: _____

Return To: Zoning Administrator, Stoughton City Hall, 207 S Forrest Street, Stoughton, WI. 53589

Description of Proposed Project

(attach additional sheets as necessary)

Architectural Feature: _____

Approximate date of feature: _____

Describe existing feature: _____

Describe proposed work, materials to be used and impact to existing feature:

_____

_____

_____

Photograph No. _____ **Drawing No.** _____

Architectural Feature:_____

Approximate date of feature: _____

Describe existing feature:

_____

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_____

Describe proposed work, materials to be used and impact to existing feature:

_____

_____

_____

Photograph No. _____ **Drawing No.** _____

Architectural Feature:_____

Approximate date of feature: _____

Describe existing feature:

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Describe proposed work, materials to be used and impact to existing feature:

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Photograph No. _____ **Drawing No.** _____

Architectural Feature:_____

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Describe proposed work, materials to be used and impact to existing feature:

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Photograph No. _____ **Drawing No.** _____

Architectural Feature:_____

Approximate date of feature: _____

Describe existing feature:

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Describe proposed work, materials to be used and impact to existing feature:

_____

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_____

Attach any additional information necessary to allow the Landmarks Commission the necessary information to make a decision.