

# City of Winona

## Application for Certificate of Appropriateness

All items must be completed. If additional space is needed, attach more pages. Fees must be paid at time of application submittal.

### **DESIGNATED PROPERTY**

Name \_\_\_\_\_

Address \_\_\_\_\_

### **OWNER**

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

### **PERSON FILING APPLICATION, IF OTHER THAN OWNER**

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

### **BUILDING DATA**

Date of Construction \_\_\_\_\_

### **ORIGINAL USE**

\_\_\_ Single Family Residential

\_\_\_ Multi-Family Residential

\_\_\_ Office

\_\_\_ Commercial/Retail

\_\_\_ Industrial

\_\_\_ Institutional

### **CURRENT USE**

\_\_\_ Single Family Residential

\_\_\_ Multi-Family Residential

\_\_\_ Office

\_\_\_ Commercial/Retail

\_\_\_ Industrial

\_\_\_ Vacant

### **TYPE OF WORK**

\_\_\_ Exterior Alteration

\_\_\_ Demolition

\_\_\_ New Construction

\_\_\_ Relocation

\_\_\_ Sign - must also fill out sign application

\_\_\_ Other

Proposed Starting Date

\_\_\_\_\_

Date of Completion

\_\_\_\_\_

**PROPOSED PROJECT**

Describe clearly and in detail all work to be done. Include the following items where appropriate.

- \_\_\_\_\_ Sketches, specifications, manufacturer’s illustrations or other description of proposed changes to the building façade or roof, new additions, or site improvements. Drawings/sketches will be required for major changes for such items as roofs, facades, porches, or prominent architectural features.
- \_\_\_\_\_ Description and/or samples of proposed materials when the original material will not be retained or in the case of new construction.
- \_\_\_\_\_ Current site plan including the location of all large trees, parking areas, walls, fences, outbuildings, or other landscape features of note and proposed changes to that plan.
- \_\_\_\_\_ For new construction, elevation drawings of each façade which clearly show the exterior appearance.
- \_\_\_\_\_ Photographs of site and structure.
- \_\_\_\_\_ Copies of structure reports where applicable.
- \_\_\_\_\_ Give the reason for demolition/relocation and describe the proposed reuse of the site, including landscaping.
- \_\_\_\_\_ Artist’s or sign painter’s drawings (to scale) with color selections for new signs or proposed changes to existing signs

Work Description (use additional pages if necessary)

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The undersigned agrees that the above constitutes the construction or alteration to be undertaken at this time and that any changes or additions will require another application.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**STAFF USE ONLY**

Date received by the Heritage Preservation Commission: \_\_\_\_\_ Date of hearing: \_\_\_\_\_

Application \_\_\_\_\_ Granted \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Number: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Chair’s Signature \_\_\_\_\_

# INSTRUCTIONS

- \_\_\_\_\_ Obtain a copy of the “The Secretary of the Interior’s Standards for the Rehabilitation of Historic Buildings” from either the Building Inspector or the City Clerk.
- \_\_\_\_\_ Complete the attached application for a Certificate of Appropriateness (COA)
- \_\_\_\_\_ File the application and all additional information with the Winona Heritage Preservation Commission
- \_\_\_\_\_ Attend the meeting in which your project will be reviewed. (Someone must be present)
- \_\_\_\_\_ The Commission will approve or reject an application for a COA at regularly scheduled Commission meetings. For some simpler projects, a three-member subcommittee may be charged with determining whether to award your COA.
- \_\_\_\_\_ In the event that the Commission rejects an application, it shall state its reason for doing so in writing to the applicant and suggest alternative courses of action it thinks proper. The applicant, if he or she so desires, may make modifications to the plans and may resubmit the application at any time after doing so.

## GENERAL REVIEW CRITERIA

- The historic and architectural significance of the site.
- The height of the structure in relation to the average height of the nearest adjacent and opposite buildings.
- The setback and placement on lot of the structure in relation to the average setback and placement of the nearest adjacent and opposite structure.
- Exterior construction material, including textures and patterns.
- Architectural detailing, such as lintels, cornices, brick bond, and foundation materials.
- Roof shapes, forms, and materials.
- Proportions, shapes, positioning and location, patterns and sizes of any elements of fenestration.
- General form, scale, and proportions of structures.
- Appurtenant fixtures and other features such as lighting.
- Structural condition and soundness.
- Sign material and height.