

# City of Winona

## Application for Certificate of Appropriateness

If additional space is needed, attach more pages. Once fully completed, submit application, with all supporting data, to:

**City of Winona**  
**Community Development Office**  
**207 Lafayette Street, Room 210**  
**Winona, MN 55987**  
**(507) 457-8250**

### **DESIGNATED PROPERTY**

Name \_\_\_\_\_

Address \_\_\_\_\_

### **OWNER**

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

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

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

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

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

### **TYPE OF WORK PROPOSED**

- |  |   |
|--|---|
| <input type="checkbox"/> Exterior Alteration | <input type="checkbox"/> Relocation                                 |
| <input type="checkbox"/> Demolition          | <input type="checkbox"/> Sign - must also fill out sign application |
| <input type="checkbox"/> New Construction    | <input type="checkbox"/> 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, a scaled plot plan and 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 \_\_\_\_\_

Property and/or Building Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

### STAFF USE ONLY

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

Date of Review/Hearing: \_\_\_\_\_

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

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

Resolution Number: \_\_\_\_\_ Staff's Signature \_\_\_\_\_

## INSTRUCTIONS

- \_\_\_\_\_ Complete the attached application for a Certificate of Appropriateness (COA).
- \_\_\_\_\_ File the application and all additional information with the Department of Community Development.
- \_\_\_\_\_ 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 part, the approval of any COA will be based upon findings that proposed work will be compliant with review/design criteria of Historic District Design Guidelines and Secretary of the Interior's Standards for the Rehabilitation of Historic Properties. Adopted guidelines, including a summary of Secretary of Interior Standards, can be found at [www.cityofwinona.com](http://www.cityofwinona.com). COA applicants are strongly encouraged to review these documents prior to submittal of applications.
- \_\_\_\_\_ 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. Such decisions are appealable to City Council, by the applicant.