



# Application for Certificate of Appropriateness

Return Completed Form To: Planning & Dev. Dept., City of Champaign, 102 N. Neil St., Champaign, IL 61820  
www.ci.champaign.il.us CGTV Cable Channel 5

## 1. Applicant Information

### Applicant

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Please check one of the following:

- Applicant is the owner of the subject property and is the signer of this application.
- Applicant is the contract purchaser of the subject property.
- Applicant is acting on behalf of the owner(s) and has attached a signed and notarized statement by the owner authorizing the applicant to act on their behalf.

## 2. Subject Property Information

Address \_\_\_\_\_  
\_\_\_\_\_

Check the applicable designation of the property:

- Historic Landmark
- Historic District: \_\_\_\_\_
- Conservation District: \_\_\_\_\_

Name and Address of Property Owner (if different from applicant):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 3. Applicant Signature

By signing this petition, you are certifying that you have read this application, have provided the necessary documentation as listed under the **Application Checklist**, and that you understand the information listed under the **Notice to Applicant** section.

\_\_\_\_\_  
Applicant Signature Date

## Application Checklist

*Please address the following items. Additional materials may be required during the review process. Incomplete applications will not be processed. Use the following checklist to confirm that your application is complete.*

Complete

### Application

- 1. Applicant & Contact Information.
- 2. District Information.
- 3. Applicant Signature.
- 4. Existing Conditions.
- 5. Proposed Work.
- 6. Findings.

*See Certificate of Appropriateness Worksheet for additional information regarding these requirements.*

**FOR STAFF USE:** Application Complete   
Received By: \_\_\_\_\_  
COA Case No.: \_\_\_\_\_  
Designation Case No.: \_\_\_\_\_



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## 4. Existing Conditions

Describe the exterior features of the structure, building materials, construction method, and current condition of the structure. Attach drawings or photographs to illustrate.



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## 5. Proposed Work

- A. Describe and/or illustrate fully the proposed work to be done. *Plans associated with building permit applications can be referenced. If approval of an addition or detached accessory building is requested, submit a site plan showing the measurements of the lot, the existing buildings and proposed changes and the front, back and side yard setbacks. If approval of a demolition is being requested, submit a site plan of the property and the structure(s) to be demolished.*
- B. Describe how the proposed work will change, destroy, or affect any external feature of the structure or site.
- C. How will the proposed work affect the preservation, protection, perpetuation and economic use of the structure or district?
- D. State any additional information that you feel the Historic Preservation Commission or the Planning Director should consider in issuing a Certificate of Appropriateness for the proposed work.

## 6. Findings for Certificate of Appropriateness

The compatibility of a proposed structure to be relocated to the district, additions and new construction to the original architecture of the Landmark or Contributing Structures within the Conservation or Historic District shall be evaluated against the following general guidelines. Please describe how proposed changes are compatible:

- (a) **Height.** The height of the proposed structure or additions or alterations shall be compatible with surrounding structures.
- (b) **Proportions of structure's front façade.** The proportion between the width and height of the proposed structure shall be compatible with nearby structures.
- (c) **Relationship of openings into the facility.** The proportions and relationships between doors and windows shall be compatible with existing structures.
- (d) **Relationship of building masses and spaces.** The relationship of a structure to the open space between it and adjoining structures shall be compatible.
- (e) **Roof shapes.** The design of the roof shall be compatible with adjoining structures.
- (f) **Appurtenances.** Appurtenances shall be sensitive to the individual structures, its occupants and their needs.
- (g) **Scale of structure.** The scale of the structure should be compatible with surrounding structures.
- (h) **Directional expression of front elevation.** Street facades shall blend with other structures with regard to directional expression. When adjacent structures have a dominant horizontal or vertical expression, this shall be carried over and reflected.
- (i) **Architectural details.** Architectural details and materials shall be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent characteristics of that area.