



LANDMARKS COMMISSION APPLICATION

Monthly meeting is scheduled the first Wednesday of every month.

Application Deadline is 4:30 p.m. on the Monday of the week before the Landmarks Commission meeting (typically the last Monday of every month).

Date Received: _____

Paid: _____ Rec'd. By _____

Trakit #: _____

I am applying for a:

___ Certificate of Appropriateness (COA) - **\$15 application fee required.**

___ Paint and Repair Grant (no fee)

A. General Information:

Applicant Name: _____

Phone-Home: _____

Phone-Work: _____

E-mail: _____

Mailing Address: _____

B. Income Level Information: *(Required only for those applying for a LCP & R Grant.)*

Based on the following chart, CHECK ONE OF THE BOXES BELOW to INDICATE WHETHER YOUR FAMILY INCOME IS ABOVE OR BELOW THE GUIDELINE amount for your household:

<u>No. in Family</u>	<u>Income Level</u> (Up to:)	<u>No. in Family</u>	<u>Income Level</u> (Up to:)
1.....	\$37,650	5.....	\$58,050
2.....	\$43,000	6.....	\$62,350
3.....	\$48,400	7.....	\$66,650
4.....	\$53,750	8.....	\$70,950

Income is **Above** Guidelines

Income is **Below** Guidelines

Please note: income information is for CBDG reporting only and is not used to determine whether applicants qualify for grant money.

C. Architectural Information on Property (if unknown you may leave this section blank):

Historic Name of Building: _____

Address of Historic Property _____

Construction Date/Era: _____

Architectural Style: _____

Historic Background (Brief): _____

PLEASE READ AND SIGN: The information in this application is accurate to the best of my knowledge. I agree to supply any relevant documentation that is required for the proper review of this application and I understand that any missing or incomplete information may delay the review process. By signing this I also authorize the City of Waukesha or its agents to enter upon my property for the purpose of reviewing this application.

Signed: _____ Date: _____

We recommend reading the Landmarks Commission Design Policies and/or discussing your plans with staff before submitting your application. The Design Policies are available here: <https://waukesha-wi.gov/171/Landmarks-Commission>.

D. Nature of Intended Repair(s)/Proposed Work:

Briefly and accurately describe type and location of proposed work on primary building, carriage house, outbuildings (i.e.: garage), fences (including retaining walls), paved surfaces and landscaping. Attach extra sheets and supplemental material as requested in the criteria checklist found in Section E. Be sure to reference the attached Exhibit A, which summarizes the guidelines from the Secretary of Interior's Standards for Historic Preservation Projects. Your narrative must address any of the following elements related to your project:

Roof: Repair or replacement? _____
Soffits, Fascia, Downspouts _____
Eaves, Gutters _____
Shingle type/style/color _____

Chimney(s): Repair or replacement? _____
Flashing _____
Tuckpointing _____

Siding: Repair or replacement? _____
Paint Colors, Materials _____
Shingling and Ornamentation/Stickwork _____

Windows: Repair or replacement? _____
Materials, Other _____

Other Exterior Repairs: _____
Awnings _____
Brickwork/Stonework _____
Cresting _____
Doors _____

Foundation: Extent of repair _____
Tuckpointing _____
Other _____

Porch: Repair or replacement? _____
Front or Side, Rear _____
Ornamentation _____
Finials, Other _____

Miscellaneous: _____
Landscaping _____
Fences _____
Paving/Brick Pavers _____

Details: _____

Estimated start date: _____

Estimated completion date: _____

I/We intend/have already applied for the state's preservation tax credits: ___ Yes ___ No

Status: _____

Have you done any previous restoration or repair work on this property?

___ **No** ___ **Yes** If yes, what has been done?

Are you aware of any significant alterations or restoration done by previous owners?

___ **No** ___ **Yes** If yes, what has been done?

Are any further repairs or alterations planned for this building for the future?

___ **No** ___ **Yes** If yes, please describe:

E. Criteria Checklist:

REQUIRED FOR ALL PROJECTS

- ___ Photographs of affected areas and existing conditions from all sides
- ___ Historic plans, elevations or photographs (if available)
- ___ Material and design specifications, including samples and/or product brochures/literature when appropriate

REQUIRED FOR ALL PROPOSED NEW CONSTRUCTION, ADDITIONS, EXTERIOR ALTERATIONS, FENCING AND LANDSCAPING

- ___ Site and/or elevation plan – to scale
(required for all new construction or proposed additions)

REQUIRED FOR EXTERIOR PAINT WORK

- ___ Color samples (including brand of paint and product ID number) and placement on the structure

REQUIRED FOR ALL LCP&R APPLICATIONS

Provide a detailed cost estimate for these repair(s), based on the number of gallons of paint, the amount of lumber, or the number of panes of glass, etc. Be certain to separate material costs from labor. Include a written estimate(s) if available:

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION OF HISTORIC PROPERTIES, APPLIED BY THE WAUKESHA LANDMARKS COMMISSION

To receive a Certificate of Appropriateness, a rehabilitation project must be determined by the Landmarks Commission to be consistent with the historic character of the structure(s) and, where applicable, the district in which it is located. The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials or alteration of features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.