

# Historic Commission Certificate of Appropriateness

An application is hereby made for issuance of a Certificate of Appropriateness under the City of Janesville [Zoning Ordinance](#) in Sec. 42-445 (b)(2), for proposed work as described below and shown on plans, drawings, and photographs accompanying this application. This application provides information supplemental to the building permit application form and applies only to properties within the designated Historic Overlay District. There is no fee with this application.

Date of Application	Property Owner	Property Address	Parcel Number

## Applicant/Owner Information

Full Name	Phone
Address	Email
Signature	

## Attachments


- Full size copy of the plans/drawings to scale
- Material specifications
- Recent photos showing the entire building and others showing detail of areas proposed to be changed
- Historic photos of the building, if available
- Photos of similar projects completed elsewhere may be submitted for comparison
- Include an additional narrative description document if needed to adequately explain the project

## Please note

- **Application deadline:** Applications and support materials must be submitted at least 12 calendar days prior to the next bi-weekly Historic Commission meeting.
  - **Meeting with commission members:** Two commission members will be appointed to contact and potentially meet with you on site prior to the meeting to review the project.
  - **Attend the meeting:** The Historic Commission meets on the first and third Tuesdays of each month at 5:00pm in the Council Chambers on the fourth floor at City Hall (18 N Jackson Street).

## Helpful links

Follow this QR code to the City of Janesville Historic Commission webpage or following the link [here](#). For more information on the commission, agenda materials, relevant brochures, list of historic properties, and more.



# Certificate of Appropriateness

**Type of Project**

**Please describe the project. Include all necessary details.**

Roof	<input type="checkbox"/> Repair <input type="checkbox"/> Replacement	<i>Roof pitch, materials, etc.</i>
Gutters	<input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> Removal	<i>Materials, size, etc.</i>
Siding (soffit, fascia)	<input type="checkbox"/> Repair <input type="checkbox"/> Replacement	<i>Materials, size, etc.</i>
Exterior windows or Doors (Garage, Storm, etc.)	<input type="checkbox"/> Add New <input type="checkbox"/> Repair <input type="checkbox"/> Removal	<i>Size, type, etc.</i>
Fences	<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> Removal	<i>Materials, size, setbacks, etc.</i>
Porch (columns)	<input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> Removal <input type="checkbox"/> Add New	<i>Materials, size, setbacks etc.</i>
Accessory structure (shed, etc.)	<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> Removal	<i>Size, type, setbacks etc.</i>
New construction or addition	<input type="checkbox"/> Addition <input type="checkbox"/> New building <input type="checkbox"/> Facade change	<i>Materials, size, type, setbacks, etc.</i>
Signage or Exterior lighting	<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> Removal	<i>Size, type, etc.</i>
Other (Chimney, Solar Panels, etc.)	<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> Removal	<i>Materials, size, type, location, etc.</i>

An Approved Certificate of Appropriateness is valid for 12 months from date of issuance. If the construction, alteration, or demolition does not commence within 12 months of issuance, the certificate shall expire. It may be renewed by approval of the Historic Commission. No structure may differ from the approved application and plans.

If you have any questions, you can reach the Planning Division at (608) 755-3085.