

Process as: Comm: ☐ Admin: ☐
For Office Use Only

Date _____ Time: _____ Initials: _____
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Certificate of Appropriateness Application

Historic Preservation Commission

Property Information: (The property the work will be performed on)

Address: _____ Zip Code _____

Tax ID Number: _____ - _____ - _____ - _____ Architectural Style: _____

Applicant: (The person/organization applying.)

Name: _____

Company/Neighborhood Association: _____

Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: (_____) _____ Email: _____

Applicant Signature: _____ Date: _____

Owner: (Skip this section if the applicant and owner information is the same)

Name: _____

Company/Neighborhood Association: _____

Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: (_____) _____ Email: _____

Owner Signature: _____ Date: _____

Contractor Information: (If available, not required)

Name: _____

Company/Neighborhood Association: _____

Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: (_____) _____ Email: _____

Project Description:

Provide a detailed description of the work to be done. Include material types, colors, style, and methods of construction. If the work involves removal of material or structure, indicate how the historical value and visual quality of the structure will be retained and ensure the integrity of the landmark or district. You may attach separate sheets if desired.

Narrative of proposed work:

Filing Instructions and Information

- 1) Completed applications must be received at least 28 days prior to the next regularly scheduled meeting to be included on the agenda.
- 2) The following information is required to be submitted with the application:
 - a) One color photograph of the structure as seen from the street. (Two are needed for corner properties.)
 - b) Color photographs of the portion of the site/buildings to be modified.
 - c) Site plans, building elevations, and/or renderings, drawn to scale, illustrating the proposed improvements. All submitted drawings must be folded no larger than 9"x12".
 - d) Site plans shall include the following:
 - i) Property lines, existing streets and adjacent curb lines, north arrow and scale.
 - ii) Locations of all buildings, structures, and sidewalks
 - iii) Locations and dimensions of walks, fences, and exterior lighting structures.
 - iv) If landscaping is proposed: A landscape plan showing exact location, size, quantity and type of all existing and proposed landscaping. Lawn areas should be indicated as seed or sod.
 - v) Square footage of all existing and proposed buildings.
 - e) Brochures, colors and/or samples of the product material to be used.
 - f) Any other information that may assist the commission in making an informed decision.
 - g) Application fees: Commission and Administrative cases \$25.00
 Local historic district designation cases \$200.00
 Local historic landmark designation cases \$50.00
- 3) The applicant and all historic district properties within 250 radial feet of the subject property will receive notice of the meeting 15 days prior to the meeting.
- 4) The Historic Preservation Commission has regularly scheduled meetings the fourth Wednesday of each month at City Hall, 419 Fulton St, Room 400, Peoria, IL at 8:30 AM.
- 5) The format for the meeting follows:
 1. Chairperson proceeds with swearing in procedures
 2. Chairperson announces the case
 3. Staff enters case into the record
 - a. Staff presents case
 - b. Staff answers questions from the Commission
 4. Petitioner presents case and answers questions from the Commission
 5. Chairperson opens the meeting to the public
 6. Public comments – Chairperson may ask for response/input from staff and petitioner
 7. Petitioner presents closing statements
 8. Public testimony is closed (No further public comment)
 9. Commission deliberates and may consult staff
 10. Commission prepares findings, if applicable
 11. Commission votes

Application and inquires should be submitted to:

Historic Preservation Commission Staff
City of Peoria Development Center
419 Fulton Street, Room 300
Peoria, IL 61602-1217

Phone: 309/494-8600
Fax: 309/494-8680