Department of
Planning & Economic Development

Marshfield Historic Preservation Committee
P.O. Box 727
630 South Central Avenue
Marshfield, WI 54449-0727
Telephone: 715-486-8979
Email: josh.miller@ci.marshfield.wi.us

Certificate of Appropriateness Application

Office use only
Date rec'd. _____
Rec'd. by _____

Historic District / Landmark _____

Site Location _____
STREET S UITE/UNIT NO. ZIP CODE

Name _____ Telephone _____

LOT	BLOCK	ADDITION OR SUBDIVISION	PROPERTY ID NUMBER

The Applicant is ☐ Owner ☐ Contractor/Other (DESCRIBE) _____

Contractor

Name _____ Phone _____

Address _____

City _____ State ____ Zip Code _____

Architect / Engineer

Name _____ Phone _____

Address _____

City _____ State ____ Zip Code _____

Present Use of Property & Building(s): _____

_____

Description of Proposed Work: _____

_____

_____

_____

Attach extra sheets and supplemental material as requested in the submittal criteria checklist.

Estimated Cost of Work: $ _____

Required documentation (see attached checklist) must be submitted to the Planning & Economic Development Division in order for the application to be placed on the Historic Preservation Committee meeting agenda. Although attendance by applicants at the Historic Preservation Committee meeting is optional, it is STRONGLY ADVISED that applicants make every effort to attend. Failure to attend can result in the denial or delay of an application due to incomplete information.

I hereby apply for a Certificate of Appropriateness, and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Marshfield and with Wisconsin Building Codes; that I understand this is not a certificate but only an application for a certificate and work is not to start without a certificate and applicable permits.

_____ _____
Applicant's Signature *Date*

Revised: 3/28/12

SUBMITTAL CRITERIA CHECKLIST

The documentation listed below must be submitted with the application for a Certificate of Appropriateness.

ALL WORK

- ☐ Photograph of structure and existing conditions from all relevant sides.

REMODELING AND ADDITIONS

- ☐ Elevation and plan drawings to scale indicating proposed alterations or additions, clearly indicating the existing building and what is proposed, and including the relationship to adjacent structures.
- ☐ Exterior material description.
- ☐ Site plan showing: 1) dimensions of lot; 2) location and dimensions of existing building; 3) location and dimensions of addition; and 4) location of all exterior, ground, and roof mounted equipment.
- ☐ Color samples and placement on the structure.
- ☐ Historic plans, elevations or photographs if the request is to return a structure to an earlier historic appearance.

PAINTING, STUCCO, REPOINTING

- ☐ Color photographs of all areas involved and surrounding structures if applicable.
- ☐ Samples of colors and/or materials to be used.

FENCES AND LANDSCAPING

- ☐ Site plan showing location of fence or landscaping.
- ☐ Dimensioned elevation and section to scale, showing design of fence, materials, and height in relationship to adjacent structures.
- ☐ Dimensioned landscape plan showing location of landscaping and plant materials to be used.
- ☐ Photograph of the area to be fenced or landscaped.

RELOCATION

- ☐ Photograph of structure on current site.
- ☐ Reason for request to move building.
- ☐ Dimensioned site plan to scale showing proposed building on new site and adjacent building scale.
- ☐ Elevation showing height and width relationship of structure on new site to adjacent properties and those across the street.
- ☐ Color photographs of structures within vicinity of new site.

NEW CONSTRUCTION

- ☐ Dimensioned site plan to scale showing proposed building on site and adjacent buildings. Include parking areas and any roof or ground mounted equipment.
- ☐ Elevation showing height and width relationship to existing buildings.
- ☐ Color photographs of proposed site and structures within vicinity of new building.
- ☐ Color, materials, and all significant detail clearly indicated.