



Village of Thiensville

Historic Preservation

Certificate of Appropriateness

Property Address: _____, Thiensville WI 53092

Tax Key #

Current Zoning

Property Owner

Applicant Same as owner

Name

Name

Address

Address

Phone

Phone

Email address

Email address

Project description - Please describe your project in detail. Include details about height and dimensions, color, materials used and setbacks from the street and property lines. Describe exterior architectural feature affected, such as windows, roofs, porches, cornices or masonry. Briefly describe the feature or materials and give the approximate date it was constructed, if known. Describe in detail the proposed work and how it will impact the existing feature. If more space is needed, continue on a separate page.

Applicant's Signature

Date

A complete application shall be submitted by the deadline stated on the meeting schedule to the Village Clerk. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. Owner, architect, builder or owner's representative must attend the Historic Preservation Commission meeting for action to be taken. See staff approval policy for projects that may not require commission approval. Some projects will require Plan Commission approval and paid and approved building permit. Projects not completed within 1 year of approval date must apply for renewal.

Application Checklist: 10 Paper copies and an electronic copy with files in PDF format (plan size 11X17) must be submitted for all applicable items below for review and the Historic Preservation Commission Packet.

Submit Applicable Items Below

- Submit scaled site plan with proposed location and setbacks with accurate dimensions indicating the property size, its relationship to surrounding properties, existing topography, key natural features and show the location of all existing and proposed:
- Exterior Painting** – Color selection with samples of colors. List items to be painted. Provide color samples. See HPC Guidelines for color palate recommendations
- Repairs and Maintenance** – Detail of items to be repaired and materials to be used. If possible, include samples of materials to be used.
- Replacement of Windows, Doors, Siding, etc.** – Detail of items to be replaced and type of materials to be used.
- Roofs** – Type of roofing material and color pattern. Provide roofing sample
- Lighting plan;** photometric plan, type of fixtures, wattage and location and height of lighting structures.
- Signs** – Type of sign, dimensions, text and color. If sign is to be illuminated, provide lighting details. Completed Village of Thiensville sign review application
- Documents** - Plans, drawings, specifications and colored elevations of proposed alterations, new construction, accessory structures, fencing, or alterations to site plan showing finished exterior treatment and a listing of building materials. Completed Plan Commission application if needed.

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VILLAGE STAFF REVIEW

Application Complete. Items needed: _____

Submitted to Village Clerk on _____ Staff Review Completed on _____

HPC Meeting Date _____

ADDITIONAL
REMARKS/CONDITIONS: _____

Village Staff Title Date