

# CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



## Certificate of Appropriateness: Application Requirements

### New Construction, Additions, and Alterations

- Site plan, drawn to scale, including landscaping, parking, utilities and other elements.
- Floor plans, drawn to scale and dimensioned, showing existing conditions and proposed work.
- Elevations (all exterior views), drawn to scale, showing proposed work.
- Photographs showing all sides and existing conditions.
- Historic photographs, if available, showing area where changes are to be made.
- A list of materials to be used, including product sources and color descriptions.

### Alteration of a Structure's Architectural Style or Roofline

- Elevations (all exterior views), drawn to scale, showing proposed work.
- Photographs showing all sides and existing conditions.
- Historic photographs, if available, showing the area where changes are to be made.
- A list of materials to be used, including product sources and color descriptions.

### Demolition of a Structure

- A "Certificate of Appropriateness" for the demolition of a structure must be completed.
- Photographs of the entire exterior and interior showing the general condition of the property.
- The current dollar value of the property.
- The current dollar value of the property improvements.
- The cost of demolition, removal of debris, and grading of the property after demolition.

### Partial Demolition

- Floor plans, drawn to scale and dimensioned, showing existing conditions and proposed demolition.
- Photographs of the entire building exterior and interior views of the section to be demolished showing the general condition of the property.
- Historic photographs, if available, showing the section to be demolished.

### Site Alterations

- Site plan, drawn to scale, showing existing conditions (including landscaping, parking, utilities and other elements) and proposed work.
- Photographs of the site showing existing conditions.
- A list of materials to be used in proposed work, including product sources and color descriptions.

To be placed on the Galena Historic Preservation Commission (HPC) agenda, an application for a Certificate of Appropriateness must be received by the Building Department no later than 12:00 PM of the Tuesday one week (9 calendar days) prior to the next scheduled meeting of the HPC. The Building Official or Historical Preservation Secretary shall review the application to make sure all necessary information has been submitted in accordance with the application requirements and shall notify the applicant of any missing or additional information needed. The HPC may request additional information of an applicant or may table an application until the next meeting for lack of information. The applicant or his agent must attend the HPC meeting to answer any questions the Commission may have. Applications not received by the Building Department prior

to the deadline shall be scheduled for the following meeting. The Building Official may at his/her discretion place an item on the agenda if he believes the delay may be critical to a contractor or property owner.

Application for a Certificate of Appropriateness

This Certificate of Appropriateness shall be valid only when signed by the Building Official and the Historic Preservation Secretary. The Historic Preservation Committee may be consulted prior to issuance of a Certificate. Construction work shall not be permitted within the Historic District of the City of Galena without a signed Certificate of Appropriateness.

**Applicant:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Applicant Mailing Address:** \_\_\_\_\_  
**City** **State** **Zip**

**Property Owner:** \_\_\_\_\_

**Property Building Address:** \_\_\_\_\_

The construction work for which this Certificate of Appropriateness is sought is described below. Further supplementing the application are the following attached photos, drawings, plans, colors, material list or other reliable information as described in the Certificate of Appropriateness application requirements.

Applicant shall provide all checked off items before application can be heard by the Galena Historic Preservation Commission:

**Site Plan**    **Elevations**    **Floor Plans**    **Materials**    **Photos**

**Description of work to be performed:** \_\_\_\_\_

\_\_\_\_\_

City of Galena Use Only

**Approved**    **Approved w/ Condition/Restrictions**    **Denied**

**Conditions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Building Official** **Date**

\_\_\_\_\_  
**GHCP Secretary** **Date**

I understand and agree to the above listed conditions: \_\_\_\_\_  
**Applicant's Signature** **Date**