



FORT • ATKINSON

HISTORIC  
PRESERVATION  
COMMISSION

## CERTIFICATE OF APPROPRIATENESS APPLICATION

Incomplete applications will not be processed for Commission review.

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1. HISTORIC NAME OF PROPERTY OR HISTORIC DISTRICT: (if known)

ADDRESS OF PROPERTY:

2) NAME AND ADDRESS OF OWNER:

Name(s):

Address:

City:

State:

Zip:

Email:

Telephone number

Daytime:

Evening:

3) APPLICANT, AGENT OR CONTRACTOR: (if different from owner)

Name(s):

Address:

City:

State:

Zip:

Email:

Telephone number

Daytime:

Evening:

4) ATTACHMENTS: (Because projects can vary in size and scope, please visit [www.fortpreserves.org](http://www.fortpreserves.org) for contact information to obtain submittal requirements)

A. REQUIRED FOR MAJOR PROJECTS:

Photographs of affected areas & all sides of the building (annotated photos recommended)

Sketches and Elevation Drawings (1 full size and 1 reduced to 11" x 17" or 8 1/2" x 11")

Material and Design Specifications (see next page)

B. NEW CONSTRUCTION ALSO REQUIRES:

Floor Plans (1 full size and 1 reduced to a maximum of 11" x 17")

Site Plan showing location of project and adjoining structures and fences

5) DESCRIPTION OF PROJECT:

Tell us what you want to do. Describe all proposed work including materials, design, and dimensions. Additional pages may be attached.

5) SIGNATURE OF APPLICANT:

\_\_\_\_\_  
Signature

Please print or type name

Date

This form and all supporting documentation MUST arrive at the City Offices by 12:00 noon on the first Friday of the month. These materials will be considered at the next Historic Preservation Commission Meeting, which are held every second Monday. Any information not provided to the City Building Inspector in advance of the meeting will not be considered by the Commission during their deliberation.

The Commission shall make this decision within 45 days of the filing of the application, or the certificate shall be deemed to have been issued.

Approved by the Fort Atkinson Historic Preservation Commission on \_\_\_\_\_  
date, with modifications as attached.

Signature \_\_\_\_\_

Within six (6) months of approval, Applicant is required to provide a status update of work to the Commission. Please visit the website below if you have any questions, in order to contact one of the commissioners.

Visit [www.fortpreserves.org](http://www.fortpreserves.org) for more information.