

City of Bayfield, Wisconsin Historic Preservation Commission Request for Certificate of Appropriateness

Date of Application: _____

Procedures for obtaining a Certificate of Appropriateness: Property owner shall submit Request for Certificate of Appropriateness by filing a completed application with the Historic Preservation Commission (HPC) using form provided. Every application shall include at least the following information:

1. Completed Application Form
2. Narrative description of the proposed project
3. Architectural drawings, which may include:
 - a. Scalable drawing set reduced to 11" x 17"
 - b. Floor plans of all levels, including basements, attic, and roof plans.
 - c. Dimensioned site plan showing siting of structures, grading, landscaping, pedestrian and vehicular access, site lighting, signage, and other features.
 - d. Elevations of all sides showing exterior features and finishes, subsurface construction, floor levels, and roof plans.
 - e. For new construction/addition to existing historic structure or site, and all work within a Historic District; documentation must include at least two (2) accurate street-view normal perspectives showing how the proposed addition or new construction will integrate with the existing and surrounding environment (minimum of one (1) property on each side of effected property).
4. Any other information requested by the initial review by the HPC Reviewer.
5. Signed application by property owner.

Review for Completeness: HPC Reviewer shall initially review each application for clarify and completeness.

1. When HPC Reviewer determines application is complete and ready for full HPC review, it will be stamped received, and will be forwarded an electronic copy to the full HPC for discussion and approval to issue Certificate of Appropriateness.
2. HPC will review for compliance with requirements (423-4 B) and will issue a Certificate of Appropriateness, unless:
 - a. For alterations or reconstruction, the proposed work would adversely affect the exterior appearance of the property or would adversely impact the external appearance of other neighboring improvements.
 - b. For proposed demolition, (a) building or structure is of such architectural or historical significance that its demolition would be detrimental to the City of Bayfield; (b) demolition would adversely affect the external appearance of other neighboring improvements; or (c) any hardship or difficulty claimed by the owner is self-created or is the result of any failure to maintain the property in good repair.
 - c. Additional considerations to issue Certificate of Appropriateness: The HPC shall consider how the applicant responds to any or all of the criteria outlined in 423-4 B.3.

Failure to Issue Certificate: Should HPC fail to issue Certificate of Appropriateness due to failure of the proposal to conform to the requirements;

1. Applicant may appeal to the Common Council (423-4 C.2)
2. At the request of the applicant, the HPC will work with them in an attempt to obtain compliance with the requirements. (423-4 C.3)

Once Certificate of Appropriateness is issued, Property Owner can apply for Work/Building Permit (423-4 C.1).

Form Prepared by:

Provide name of person responsible for form preparation

Street Address and Legal Description of Historic Property

Street address, City Block number and Lot numbers

Method of Treatment selected to comply with NPS Requirements:

The Secretary of the Interior's Standards of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings. Under the National Historic Preservation Act (NHPA), the Secretary of the Interior's is responsible for establishing professional standards and for providing guidelines on the preservation of the nation's historic properties.

The City of Bayfield's HPC has adopted these standards and they will be used to evaluate and determine acceptability of the proposal. Refer to Secretary of the Interior's Standards for the Treatment of Historic Properties, page 2 and 3 for additional clarification.

Select the Method of Treatment Proposed from the NPS Guidelines

(check only one)

- a. Preservation b. Rehabilitation c. Restoration d. Reconstruction

This form is required for:

1. **Alterations of Historic Properties (423-4 A):** All reconstruction, alteration, or demolition
2. **New Construction on a Historic Site or property within a Historic District (423-6 A):**
For all construction or new improvements that would affect the exterior appearance of neighboring properties.

Criteria for Alterations to Historic Structures or on Historic Sites

(423-4 B.3, Items a – j): Provide a detailed narrative explanation on how proposed work responds to each of the items below.

Regulation of alteration of historic properties: The **HPC shall approve the application unless:**

1. **For alteration or reconstruction,** the proposed work would adversely affect the exterior appearance of the property or would adversely impact the external appearance of other neighboring improvements, or
2. **For proposed demolition,** **(a)** the proposed demolition would adversely affect the external appearance of other neighboring improvements, or **(b)** any hardship or difficulty claimed by the owner is self-created or is the result of any failure to maintain the property in good repair; **(c)** provided however, that the demolition shall be approved if denial of the application would result in the loss of all economically reasonable and beneficial use of the property.
3. HPC shall consider and may give decisive weight to any or all of the following U.S. Department of Interior Standards for the Treatment of Historic Properties: Therefore, HPC recommends the Application include a descriptive narrative explanation on how the proposed work responds to each of the items below.
 - a. **B.3.a** – Explain how the property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
 - b. **B.3.b** - Explain how historic character of the property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
 - c. **B.3.c** - Explain how the proposal does not add or make changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings.
 - d. **B.3.d** - Explain how this property has changed over time and how those changes have acquired historic significance in their own right, and are being retained and preserved.

- e. **B.3.e** - Explain how distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property are preserved.
- f. **B.3.f** - Explain how deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, it shall match the old in design, color, texture, and other visual qualities and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- g. **B.3.g** - Explain how existing surfaces shall be cleaned, if appropriate.
- h. **B.3.h** - Explain how significant archeological resources affected by this project shall be protected and preserved, if such resources must be disturbed, explain in detail what mitigation measures will be taken.
- i. **B.3.i** - Explain how new additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- j. **B.3.j** - Explain how the new addition and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Criteria for New Construction on a Historic Site or in a Historic District

(423-6 B, Items 1 – 13): Provide a detailed narrative explanation on how proposed work responds to each of the items below.

Regulation of alteration of historic properties: The **HPC shall approve the application unless:**

- 1. ... the proposed work would adversely affect the exterior appearance of the property or would adversely impact the external appearance of other neighboring improvements.
- 2. Application shall include a descriptive narrative explanation on how the proposed work responds to each of the items below.
 - a. **B.1** – Explain how the proposed new structures are visually compatible with the height of the building and environment with which they are visually related to.
 - b. **B.2** – Explain how the proposed new structures are compatible with the gross volume of the building and environment with which they are visually related to.
 - c. **B.3** – Explain how the proposed new structures are compatible with the existing street elevation and are proportioned between the width and height in the façade of the building and environment with which they are visually related to.
 - d. **B.4** – Explain how the proposed new structure’s windows and doors are compatible with the existing street elevation of the building and environment with which they are visually related to.
 - e. **B.5** – Explain how the proposed new structure’s rhythm of solids to voids, created by openings in the facades, are visually compatible with the building and environment with which they are visually related to.
 - f. **B.6** – Explain how the proposed new structure’s rhythm of existing building masses and spaces between them are preserved.
 - g. **B.7** – Explain how the new structure’s proposed materials used in the final façade are compatible with the existing building and environment with which they are visually related to.

- h. **B.8** – Explain how the new structure’s proposed façade texture is compatible with the existing building and environment with which they are visually related to.
- i. **B.9** – Explain how the new structure’s proposed façade colors, patterns, and trim details are compatible with the existing building and environment with which they are visually related to.
- j. **B.10** – Explain how the new structure’s proposed roof design and trim details are compatible with the existing building and environment with which they are visually related to.
- k. **B.11** – Explain how the new structure’s proposed landscape design is sensitive to the individual building, its occupants, and their needs. Further explain how the landscape treatment is compatible with the existing building and environment with which they are visually related to.
- l. **B.12** – Explain how the new structure supports the existing street façade and blends with the directional expression of the adjacent structures.
- m. **B.13** – Explain how the new architectural elements are incorporated into the existing to preserve and enhance the characteristics of the area.

Statement of Completeness and Accuracy

Sign and date the form to signify that you believe the document contains true and accurate information. Unsigned nomination forms will be considered incomplete and will be returned.

Signature

Date