

# FREEPORT HISTORIC PRESERVATION COMMISSION

## Certificate of Appropriateness Mandatory Review

Whenever a property is located within a historic district and/or a designated landmark site and there is a building permit issued, an application must be submitted before the building permit, moving, or demolition permit is approved. There is a mandatory review process for most building projects in the downtown historic district. **However, the recommendations of the commission are non-binding, except in cases where municipal monies are used.**

The review is also required if the building, structure or site will be altered, painted, extended, reduced, or repaired in such a manner as to produce a major change in the exterior or interior appearance of such building or structure.

### **Directions:**

- Complete the attached application and submit it to the City of Freeport Community Development Department. **The commission meets regularly on the 4<sup>th</sup> Tuesday of the month. In order to have your application reviewed in a timely manner, it must be received eighteen (18) days prior to the commission's monthly meeting.**
- The commission will read and comment on the proposed project within thirty (30) days of receipt of application during its regularly scheduled meeting. The Commission at that time may suggest alterations to the plan that are more appropriate to the property.
- All Commission findings are **advisory unless municipal monies are expended on the project.**
- Please see the Freeport Historic Preservation Commission's Design Guidelines for information regarding guidelines for restoration, rehabilitation, and renovation of historic properties.
- The commission meets regularly on the 4<sup>th</sup> Tuesday of the month at 7:30 a.m. at the City of Freeport Council Chambers. Applicants submitting projects for review are encouraged to attend the meeting.

# FREEPORT HISTORIC PRESERVATION COMMISSION

## Freeport Historic Preservation Commission Historic Project Review Application

**Return completed application to:** City of Freeport, Community Development Department, 230 W. Stephenson St., Freeport, IL 61032

**1. Address of property:** \_\_\_\_\_

**2. Legal description of property:** \_\_\_\_\_  
\_\_\_\_\_

**3. Name of applicant:** \_\_\_\_\_

Address of applicant: \_\_\_\_\_  
(Address) (City) (State) (Zip)

Phone number (day): \_\_\_\_\_

Present use of property: \_\_\_\_\_

**4. Name of property owner:** \_\_\_\_\_

Address of owner: \_\_\_\_\_  
(Address) (City) (State) (Zip)

Phone number (day): \_\_\_\_\_

Name of developer (if different from owner): \_\_\_\_\_

**5. The following action is requested:**

\_\_\_ Review of project by Freeport Historic Preservation Commission

\_\_\_ Issuance of Certificate of Appropriateness

**For the proposed project, check all that apply:**

\_\_\_ Roof repair/replacement with like materials & colors *(please provide material and color samples)*

\_\_\_ Gutter repair/replacement with like materials & styles *(please provide material and color samples)*

\_\_\_ Window repair/replacement with like materials & styles *(please provide material and color samples)*

\_\_\_ Exterior painting *(please provide color samples)*

\_\_\_ Façade/exterior improvements *(please provide elevation diagrams to scale)*

\_\_\_ Awning installation *(please provide material and color samples)*

\_\_\_ Stair & stoop repair/replacement with like materials & design *(please provide material and color samples)*

\_\_\_ Porch columns, railings, and skirting repair/replacement with like materials *(please provide material and color samples)*

\_\_\_ Chimney repair & tuck pointing in like color and design *(please provide material and color samples)*

\_\_\_ Installation of historic plaques *(please provide scale drawings of plaques and a drawing of the exterior of the building – to scale – showing placement of plaques on the building face.)*

\_\_\_ Interior renovations *(please provide one set of plans)*

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**6. Description of Project:** Describe each item separately.

**Project item:** Include existing condition(s) when describing each item. Also describe the proposed work, material(s) to be used, and the impact the item would have on existing historic or architectural features of the property. (Attach additional sheets as needed).

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**7. Attachments**

\_\_\_\_ Photographs of the exterior of the building in its existing condition. Please include detail photos where appropriate.

\_\_\_\_ Architect drawings or sketches (if those services have been used by applicant). Please also include name of architect.

\_\_\_\_ Cost estimates (if available)

\_\_\_\_ Other (please explain): \_\_\_\_\_  
\_\_\_\_\_

If you have any questions or need assistance in completing this form, contact City of Freeport Community Development Department (235-8221).

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Review fee: \$25.00
Scheduled meeting date:
Application accepted by: _____
Date: _____

# FREEPORT HISTORIC PRESERVATION COMMISSION

## Freeport Historic Preservation Commission Review

### Commission Comments:

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### Certificate of Appropriateness:

**Approved**

**Denied**

**N/A**

\_\_\_\_\_  
Freeport Historic Preservation Commission

\_\_\_\_\_  
Date