

HISTORIC PRESERVATION

“CERTIFICATE OF APPROPRIATENESS” (COA) REVIEW



COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF ST. CHARLES

The property for which you are applying for a Building Permit is located within a Historic District or Landmark site designated by the St. Charles Zoning Ordinance.

Prior to issuance of building permits for exterior alterations to structures within a Historic District or Landmark site, the St. Charles Zoning Ordinance requires the Historic Preservation Commission to review the proposed work and issue a “Certificate of Appropriateness” (known also as a “COA”).

HISTORIC PRESERVATION COMMISSION MEETING:

The Historic Preservation Commission will review your Building Permit/COA application at the meeting on:

Wednesday, _____ at 7:00 pm in the Committee Room, located on the second floor of the Municipal Center (2 E. Main Street).

Attendance at the meeting is recommended. Applicants are invited to attend to present information, ask questions, and respond to questions from the Commission. The representative attending the meeting should be familiar with the project, including both the existing building/structure and the proposed construction methods and materials. The attendee may be the property owner, architect, contractor, or for large projects, all parties involved.

At the meeting, the Commission will review the Building Permit/COA application for compliance with the review criteria contained in the St. Charles Zoning Ordinance. A list of the review criteria is attached. The Commission may approve a COA for the project as presented; approve a COA for the project with conditions; or recommend to the City Council denial of a COA. Applicants have the option of making changes to the COA request to respond to Commission comments and returning for a review at a future meeting. Should additional information be requested that would require further research or documentation, the COA may be tabled and considered at a future meeting when the information is available.

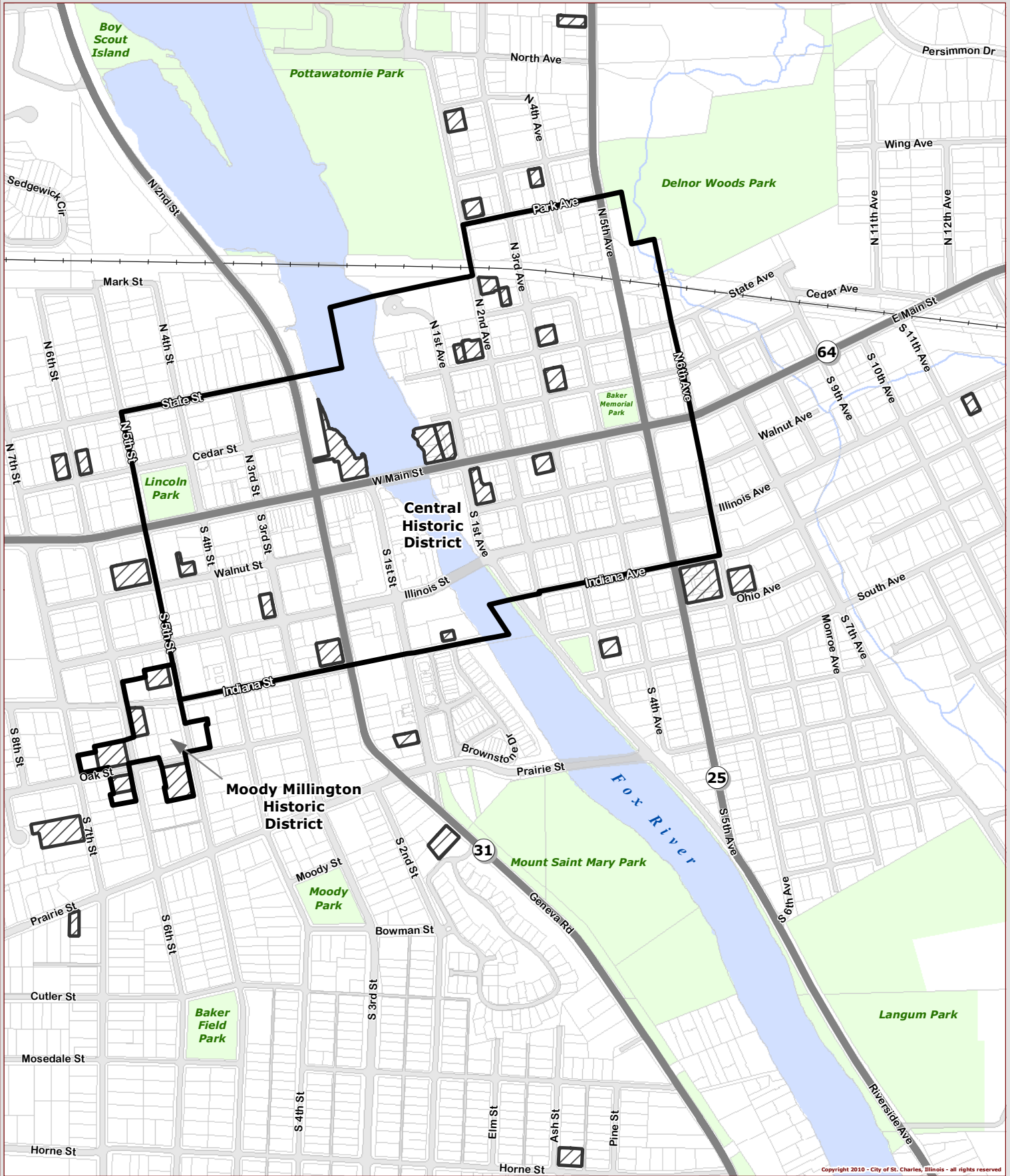
DOCUMENTATION TO BRING TO THE MEETING:

Documents submitted with the Building Permit Application will be forwarded to the Historic Preservation Commission. Please ensure that the following information is either included with the Building Permit Documents or will be supplied at the meeting:

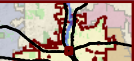
- **New construction or extensive renovation:** Complete plan set drawn to scale. Provide specifications on plans and/or samples of all exterior materials (siding, roofing, doors, windows, ornamentation). Photographs of existing building.
- **Building additions, alterations, porches, etc:** Scaled drawing of each elevation, showing how the project relates to the existing structure, with specifications on plans and/or samples of all exterior materials. Photographs of building.
- **Sign or awning permits:** Scaled elevation drawings showing the size of the sign face and lettering, and/or an image with the sign digitally superimposed on a picture of the building. Specifications for all sign and awning materials. Information on any proposed sign or awning illumination, including fixture details.
- **Window/Door/Siding replacement:** Photos or other documentation on existing materials, condition, age, and reason for replacement. Specifications/product information and images/details of on proposed materials (type/design /dimension). A site visit may be requested if documentation is inconclusive on the condition of existing materials.
- **Demolition:** Photographs of building; statement describing reasons for demolition and proposed use of site.

MORE INFORMATION:

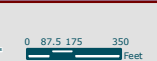
For complete procedures, requirements, and review criteria for COA review, see the Municipal Code, Title 17 (Zoning Ordinance), Chapter 17.32 “Historic Preservation” or visit www.stcharlesil.gov/historicpreservation/
If you need further assistance, please contact the Building and Code Enforcement Division at (630) 377-4406.



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Historic Districts Boundary

Landmark Boundary

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CERTIFICATE OF APPROPRIATENESS REVIEW CRITERIA

The Historic Preservation Commission is guided by the following criteria when determining whether to approve or to recommend to the City Council denial of a Certificate of Appropriateness:

1. Significance of a Site, Structure or Building

All properties within Historic Districts and landmark sites have been surveyed for architectural and/or historic significance. Properties within districts are classified as one of the following:

- Significant to the Historic District (Least Flexibility with Review Criteria)
- Contributing to the character of the Historic District
- Non-contributing to the Historic District (Greatest Flexibility with Review Criteria)

The classification of an individual property determines the flexibility with which the Historic Preservation Commission can apply the standards of the Historic Preservation Ordinance. Survey information on individual properties is available for review in the Planning Division.

2. General Architectural and Aesthetic Guidelines

- a. **Height:** The height of any proposed alteration or construction should be compatible with the style and character of the structure and with surrounding structures.
- b. **Proportions of the Front Facade:** The relationship between the width of a building and the height of the front elevation should be compatible with surrounding structures.
- c. **Proportions of Windows and Doors:** The proportions and relationships between doors and windows should be compatible with the architectural style and character of the building.
- d. **Relationship of Building Masses and Spaces:** The relationship of a structure to the open space between it and adjoining structures should be compatible.
- e. **Roof Shapes:** The design of the roof, fascia and cornice should be compatible with the architectural style and character of the building and with adjoining structures.
- f. **Scale:** The scale of the structure after alteration, construction or partial demolition should be compatible with its architectural style and character and with surrounding structures
- g. **Directional Expression:** Facades in historic districts should blend with, and reflect, the dominant horizontal or vertical expression of adjacent structures. The directional expression of a building after alteration, construction or partial demolition should be compatible with its original architectural style and character.
- h. **Architectural Details:** Architectural details, including types of materials, colors and textures, should be treated so as to make a building compatible with its original architectural style and character, and to enhance the inherent characteristics of surrounding structures.
- i. **New Structures:** New structures in an historic district shall be compatible with, but need not be the same as, the architectural styles and general designs and layouts of the surrounding structures.

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3. Secretary of the Interior's Standards for Rehabilitation

- a. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal change to the defining characteristics of the building, structure or site, and its environment, or to use the property for its originally intended purpose.
- b. The distinguishing original qualities or historic character of a building, structure or site, and its environment, shall be retained and preserved. The removal or alteration of any historic materials or distinctive architectural features should be avoided when possible.
- c. All buildings, structures or sites shall be recognized as physical records of their own time, place and use. Alterations that have no historical basis, or which seek to create an earlier appearance, shall be avoided.
- d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- e. Distinctive stylistic features, finishes and construction techniques or examples or skilled craftsmanship, which characterizes a building, structure or site, shall be preserved.
- f. Deteriorated historical features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be based on accurate duplications substantiated by documentary, physical or pictorial evidence, and not conjectural designs or the availability of different architectural elements from other buildings or structures.
- g. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible. Sandblasting and other physical or chemical treatments which will damage the historic building materials shall not be used.
- h. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- i. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize a property. Contemporary design for the new work shall not be discouraged when such alterations and additions are differentiated from the old, and are compatible with the massing, size, scale, color, material and character of the property and its environment.
- j. New additions, 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.

4. Code Conflicts

Where there are irreconcilable differences between the requirements of the building code, life safety code, or other codes adopted by the City and the requirements of this Chapter, conformance with those codes shall take precedence, and therefore the Historic Preservation Commission shall approve a Certificate of Appropriateness. In so doing, however, the Historic Preservation Commission shall be obligated only to approve those portions of the proposed work that are necessary for compliance with the applicable codes, as determined by the Building Commissioner or Fire Chief.