

# HISTORIC PRESERVATION “CERTIFICATE OF APPROPRIATENESS”

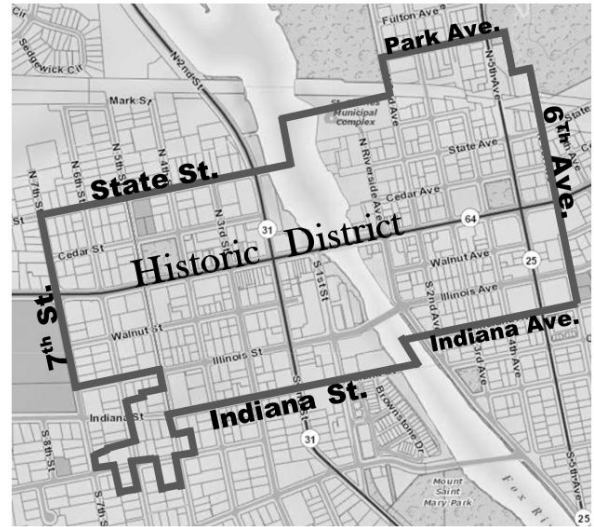
COMMUNITY DEVELOPMENT DEPARTMENT / CITY OF ST. CHARLES

[CD@STCHARLESIL.GOV](mailto:CD@STCHARLESIL.GOV) / (630) 377-4443



## ABOUT THE COA REVIEW PROCESS:

- A “Certificate of Appropriateness” (or COA) approval is required before the City can issue a building permit for exterior changes to buildings within a Historic District or landmark site.
- The City’s Historic Preservation Commission must review each project to ensure that the work that is proposed complies with the standards of the City’s Historic Preservation Ordinance.
- A COA review is required for any size exterior project that otherwise requires a building permit. Maintenance work which does not require a building permit does not require a COA approval.
- For general direction on projects, please consult the Commission’s Design Guidelines documents, which are posted on the City’s website: <https://www.stcharlesil.gov/Government/Departments/Community-Development/Historic-Preservation/Design-Guidelines-for-Historic-Properties>
- For more information on Historic Preservation in St. Charles, visit: <https://www.stcharlesil.gov/Government/Departments/Community-Development/Historic-Preservation>



Historic Landmarks not shown on map

**2025-2026  
Historic Preservation  
Commission  
Deadlines & Meetings**

## ADMINISTRATIVE APPROVALS:

A COA may be issued administratively by City staff for projects that involve minor repairs, alterations, or other changes that will have no impact on historic and architectural resources.

**These may include, but are not limited to:**

- Reroofing using like materials
- Partially reconstructing or adding to an existing fence with like materials
- Replacement of woven fabric material on existing awning support frame
- Sign face changes/ modifications where the replacement of lettering, logos, or graphics does not change the size, materials, or location of the sign and there are no changes to structural components
- Emergency Repairs

## HISTORIC PRESERVATION COMMISSION MEETING:

The Commission meets twice monthly, on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month, at 7:00pm in the Council Chambers, second floor of the Municipal Center (2 E. Main Street). Applications can be submitted no later than 1 week prior to the meeting date.

**Attendance at the meeting is strongly recommended.** Applicants are invited to present information, ask questions, and respond to questions from the Commission. The representative attending the meeting should be familiar with the project and may be the property owner, architect, and/or contractor.

### **Commission Review & Action:**

The Commission will review the proposal for compliance with the review criteria contained in the Historic Preservation Ordinance (For criteria, see attached). The Commission may take the following actions:

1. Approve a COA for the project as presented.
2. Approve a COA for the project with conditions.
3. Recommend to the City Council denial of a COA.
4. Table the COA for consideration at a future meeting if additional information is requested.

Submission Deadlines	Scheduled Meeting
<b>2025</b>	
Dec 12	Dec 17
<b>2026</b>	
Jan 2	Jan 17
Jan 16	Jan 21
Jan 30	Feb 4
Feb 13	Feb 18
Feb 27	Mar 4
Mar 13	Mar 18
Mar 27	Apr 1
Apr 10	Apr 15
May 1	May 6
May 15	May 20
May 29	June 3
June 12	June 17
June 26	July 1
July 10	July 15
July 31	Aug 5
Aug 14	Aug 19
Aug 28	Sep 2
Sep 11	Sep 16
Oct 2	Oct 7
Oct 16	Oct 21
Oct 30	Nov 4
Nov 13	Nov 18
Nov 27	Dec 2
Dec 11	Dec 16

## **DOCUMENTATION CHECKLIST:**

Please fill out the following checklist and attach it to the submitted documents

**If the information provided is not complete, the Historic Preservation Commission will table the COA request at the meeting and will not vote on the proposal.**

### **General Submittal:**

- \_\_\_ Electronically submitted with COA application in a pdf or jpeg format to [cd@stcharlesil.gov](mailto:cd@stcharlesil.gov)
- \_\_\_ Attached documents are no larger than 11" X 17" printed size and are clearly legible

### **Project Specific:**

#### **\_\_\_ New Construction or Extensive Exterior Alterations**

- \_\_\_ Complete scaled plan set of the entire structure
- \_\_\_ Specifications for all existing and proposed materials, labelled on plans or listed in a summary (Including siding/trim, roofing, doors, windows, ornamentation etc.)
- \_\_\_ Photographs of the existing building, for new buildings: photographs of surrounding area

#### **\_\_\_ Building Additions, Minor Exterior Alterations, Porches, etc.**

- \_\_\_ Scaled drawings of each affected elevation showing how the project relates to the existing structure
- \_\_\_ Specifications for all existing and proposed materials, labelled on plans or listed in a summary (Including siding/trim, roofing, doors, windows, ornamentation etc.)
- \_\_\_ Photographs of the existing building

#### **\_\_\_ Sign or Awning Permits**

- \_\_\_ Scaled elevation drawing showing the size of the sign face and letter; or an image with the sign properly scaled and digitally superimposed on a picture of the building
- \_\_\_ Specifications for all sign and awning materials; information on sign mounting
- \_\_\_ Information on any proposed illumination, including fixture details

#### **\_\_\_ Window, Door or Siding Replacement**

- \_\_\_ Photos and documentation of existing materials (condition, age, reason for replacement)
- \_\_\_ Specifications/product information and images/details of the proposed materials (type/ design/dimension)
- \_\_\_ Full details on installation methods (reveal and type) and finishing/trim work (brand and material of trim, size)

*Note: -A site visit may be requested if documentation is inconclusive on the condition of existing materials.*

*-A site visit can be scheduled before the meeting date; please contact Planning staff in advance if you wish to do so.*

#### **\_\_\_ Demolition or Building Relocation**

- \_\_\_ Photos of building
- \_\_\_ Statement describing reasons for demolition or relocation
- \_\_\_ Information on proposed use of site
- \_\_\_ Documentation on the proposed relocation site

*Note: - A site visit may be requested if documentation is inconclusive on the condition of the existing building.*

*- A site visit can be scheduled before the meeting date; please contact Planning staff in advance if you wish to do so.*

*- Commission may request to verify if historical documentation exists on the building.*

#### **\_\_\_ Fences and Walls**

- \_\_\_ Scaled drawings and a plat of the survey showing the proposed location of the fence/wall
- \_\_\_ Information on height, style, material, thickness or spacing
- \_\_\_ Image or drawing of a typical fence section
- \_\_\_ Photographs of the property showing where the fence is to be located



**Applicant Information:**

Name (print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant is (check all that apply):

- Property Owner
- Business Tenant
- Project contractor
- Architect/Designer

**Property Owner Information (if not the Applicant)**

Name (print): \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**THIS PAGE IS TO BE FILLED OUT AT THE HISTORIC COMMISSION MEETING**

**HISTORIC COMMISSION APPROVAL:**

The Historic Preservation Commission hereby issues a Certificate of Appropriateness (COA) authorizing the issuance of a building permit for the proposed work in accordance with the attached plans and any approval conditions, if attached hereto.

**Approved:**

- As presented
- Subject to conditions below
- Complete project scope only  
(all elements must be included)

\_\_\_\_\_  
Chairman Signature

\_\_\_\_\_  
Date

**CONDITIONS OF APPROVAL**

**Project Specific Conditions:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**General Conditions:**

**Initial Here:**

1. The person signing this form is responsible for communicating the Terms and Conditions listed herein to all contractors for the project. \_\_\_\_\_
2. Design, materials and construction methods shall be as shown on the COA, either in the conditions or on the attached plans. \_\_\_\_\_
3. The COA approval is limited to the scope of work documented in the plans. \_\_\_\_\_
4. No visible or concealed structural elements or historic features may be modified or removed unless identified in the COA approval. \_\_\_\_\_
5. Any historic materials that are inadvertently lost or damaged during construction without COA approval must be replaced to the preconstruction condition at the expense of the owner. \_\_\_\_\_
6. Once a COA is approved, no changes may be made without the express approval of the Commission. \_\_\_\_\_
7. Once construction begins, if the applicant is provided notification that they are clearly not following the COA approved plans, the applicant will need to provide an explanation in writing stating they will follow the plans or go before the Commission to request a change within two weeks of notification. A stop work order will be issued for construction to cease if the requirement of a written explanation or appear before the Commission is not met. \_\_\_\_\_

**What to do if you encounter unforeseen issues during construction, or if a change to the project is being considered:**

1. Stop work until a revised COA approval is received. Do not discard any materials- All materials must be stored on site until a new COA review is conducted.
2. Contact the Community Development Department immediately- 630-377-4443. City staff can contact the Historic Preservation Commission Chair to seek direction. If the issue is of an urgent nature, a special commission meeting can be scheduled at the discretion of the Chair. The Historic Commission can meet with a minimum of 48-hour notice.
3. Removal of structural elements or historic features without a COA approval is only permitted where the City has determined there is an imminent safety risk. This determination must be made by the City's Building and Code Enforcement Division- 630-377-4406.
4. In the event that any structural elements or historic features must be, or have been removed or dismantled for safety reasons:
  - a. Any deterioration of structural elements or historic features shall be documented by physical or photographic evidence.
  - b. All materials shall be stored on site until a COA review is conducted – do not discard any materials.

**APPLICANT/AUTHORIZED AGENT SIGNATURE**

I agree that all work shall be in accordance with the plans, specifications and conditions which accompany this application, and I have read and understand the Historic Preservation COA General and Project Specific Conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***If you have questions on the information above, contact Community Development at [cd@stcharlesil.gov](mailto:cd@stcharlesil.gov) or 630-377-4443.***

## **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 (COA):

### **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 Historic District
- Non-Contributing to the Historic District (Greatest Flexibility with Review Criteria)

Survey information on individual properties is available for review at:

<https://www.stcharlesil.gov/Government/Departments/Community-Development/Historic-Preservation/Historic-Districts-Architectural-Surveys>

### **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.

### **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. Design Guidelines:** Advisory recommendations for applying the criteria:

<https://www.stcharlesil.gov/Government/Departments/Community-Development/Historic-Preservation/Design-Guidelines-for-Historic-Properties>

### **5. Code Conflicts:** The requirements of the building code, life safety code, or other codes adopted by the City shall take precedence.