

Frequently Asked Questions

Why do I need a COA for alterations to a non-historic, contemporary building?

Alterations to one building can affect nearby properties. Proposed alterations are evaluated to determine if there will be any detrimental impact on adjacent properties. Alterations should be compatible with and maintain the existing contemporary style.

Can I add to my existing historic building?

Yes. Additions can be made to historic buildings if they are compatible with the architectural character of the original building, and meet all zoning requirements.

Can aluminum, vinyl, cement board or other synthetic materials be used on buildings in the Historic District?

There is no rule prohibiting certain types of materials on buildings in the Historic District. This applies to siding, doors, windows, fences, or any other structure. Numerous factors are considered, including:

- The existing materials and their condition.
- Whether materials are original to the building and whether they can be preserved.
- The rating of the building in the Historic District Architectural Survey.
- The conditions in the neighborhood, including the materials on nearby buildings.
- The details of the proposed materials including size, texture, finishing, installation, etc.

APPLICATION FOR COA REVIEW
HISTORIC PRESERVATION "CERTIFICATE OF APPROPRIATENESS"



COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT - CITY OF ST. CHARLES 630.377.4443

To be filed out by City Staff

Permit # _____ Date Submitted _____ COA # _____ Admin. Approval _____

APPLICATION INFORMATION:

Address of Property: _____

Use of Property: Commercial, business name: _____
 Residential Other: _____

Project Type:

<input type="checkbox"/> Exterior Alteration/Repair	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Windows	<input type="checkbox"/> Primary Structure	<input type="checkbox"/> Primary Structure
<input type="checkbox"/> Doors	<input type="checkbox"/> Siding - Type _____	<input type="checkbox"/> Change Outbuilding
<input type="checkbox"/> Masonry Repair	<input type="checkbox"/> Deck/Porch	<input type="checkbox"/> Other _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Change Outbuilding	<input type="checkbox"/> Relocation of Building
<input type="checkbox"/> Awning/Signs	<input type="checkbox"/> Other _____	

Description:

Applicant Information:

Name (print): _____

Address: _____

Phone: _____

Email: _____

Property Owner Information (if not the Applicant):

Name (print): _____

Address: _____

Signature: _____

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 Conditions.

Signature: _____ Date: _____

Applicant is (check all that apply):
 Property Owner
 Business Tenant
 Project Contractor
 Architect/Designer

City of St. Charles
Community & Economic
Development Dept.
2 E. Main St.
St. Charles, IL 60174
630.377.4443
[www.stcharlesil.gov/
historic-preservation](http://www.stcharlesil.gov/historic-preservation)



Certificate of Appropriateness (COA)

St. Charles Historic Preservation
Commission

Architectural review required for
exterior changes to Historic District
properties and Landmarks



CITY OF
ST. CHARLES

ILLINOIS • SINCE 1834

Historic Preservation Certificate of Appropriateness Review

What Is a COA?

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 reviews each project to ensure that the proposed work complies with the standards of the City's Historic Preservation Ordinance.

When Required

- COA approval and a building permit are required for both big construction projects (new buildings, demolition, building or porch additions) and smaller renovation projects (re-roofing, siding, window or door replacement, signs, and fences).
- Painting or other maintenance work that does not require a building permit does not require COA approval.

How to Apply

- Submit a COA Application to the Community Development Division.
- Applications must include all information listed on the document checklist.
- Complete applications must be received one week prior to the Historic Commission meeting.
- Contact the Community Development for assistance with the application: (630) 377-4443.



Historic Preservation Commission Meetings

Meetings are held on the 1st and 3rd Wednesday of each month, at 7:00 p.m. at the Municipal Center, 2 E. Main St. Agenda items can be added no later than Monday at noon prior to the meeting.

Attendance at the meeting is strongly recommended.

The Commission will review the proposal for compliance with the review criteria contained in the Historic Preservation Ordinance. The Commission may take the following actions:

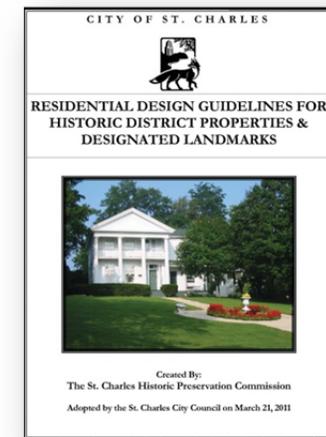
1. Approve a COA for the project as presented.
2. Approve a COA for the project with conditions.
3. Recommend to the City Council denial of a COA.
4. Table the COA request for consideration at a future meeting if additional information is requested.

If a COA is approved, a Terms and Conditions form must be reviewed and signed by the applicant.

Review Criteria

The Historic Preservation Commission uses the following review criteria contained in the Historic Preservation Ordinance when determining whether to approve a COA:

1. Significance of the Structure
2. General Architectural & Aesthetic Guidelines
3. Secretary of the Interior's Standards for Rehabilitation
4. Design Guidelines
5. Code Conflicts



Learn More

For more information on COA's, including a documentation checklist and complete Review Criteria, visit: <https://www.stcharlesil.gov/historic-preservation/certificate-of-appropriateness>

Or contact the Community Development Dept. at (630) 377-4443