

## CITY OF STOUGHTON

### CERTIFICATE OF APPROPRIATENESS

#### DEFINITION AND PROCEDURE

Any plans to alter or reconstruct any locally designated landmark or landmark site must be approved by the Landmarks Commission before a building permit can be issued. The Commission will issue a Certificate of Appropriateness to indicate that the proposed alterations have been approved.

The application form for the Certificate of Appropriateness can be obtained from the Building Inspector along with the request for a building permit. When completed, the application form must contain all pertinent information concerning any alteration or reconstruction of a landmark or landmark site. This information will be needed for the Landmarks Commission to evaluate the impact of the proposed work on the landmark and the surrounding area. In order to expedite the evaluation process, please fill out the form completely and accurately, and include drawings and photographs. The completed form should be submitted to the Chair of the Landmarks Commission, c/o Stoughton City Hall, 381 E. Main Street.

The Commission shall have up to 60 days to approve the application and return the Certificate of Appropriateness to the building inspector with permission to issue the building permit. If the Commission decides that the request does not meet the guidelines of city ordinance 12.135(6)(c)(1-2), it shall inform the Building Inspector to deny the issuance of the permit. The Commission shall, at the request of the applicant, cooperate and work with the applicant in an attempt to obtain approval within the guidelines of the ordinance. Review of denial of permits shall lie to the City Council pursuant to Chapter 24 of the Code and the Wisconsin Statutes.

STOUGHTON LANDMARKS COMMISSION

June 16, 1993

## CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS

To receive a Certificate of Appropriateness from the Stoughton Landmarks Commission, it is necessary for the applicant to complete the enclosed application form and return it with a copy of the plans, drawings and specifications and, if necessary, supplemental materials. This application is to be filed with the Chairperson of the Landmarks Commission at City Hall, at least ten (10) days before the regularly scheduled meeting of the Commission at which the application is to be reviewed. In general, documentation submitted with the application is non-returnable, with the exception of historic photographs, etchings, lithographs original blueprints and drawings, or other special materials.

### 1. NAME OF PROPERTY

Provide the name given to the property when it was designated, if you know it. Give the full address of the property including zip code. If located in a local historic district, give the name by which the district was designated.

### 2. NAME AND MAILING ADDRESS OF OWNER

Provide the name, address, and telephone number of the owner. If there are multiple owners of the real estate, include all parties using a separate sheet of paper if necessary. Provide the new name, address and telephone number of applicants, if different for the owner.

### 3. ATTACHMENTS

Provide a copy of the plans, rendering, drawings and written specifications of the alteration. To supplement your application, you may also wish to submit photographs, slides, material samples, site plans, sketches, historical documentation, or anything else that will illustrate to the Commission and staff the effect of the proposed change.

### 4. DESCRIPTION OF PROJECT

Complete a separate item for each type of exterior architectural feature affected, such as windows, roofs, porches, cornices, or masonry. Briefly describe the feature or materials and give the approximate date that it was constructed, if known. Describe in detail the proposed work and how it will impact the existing feature. Use as many pages as necessary to cover all aspects of the project. If more space is needed, continue on a separate page. Reference work items to accompanying drawings or photographs.

### 5. SIGNATURE OF APPLICANT

All applications must be signed and dated.

If you have questions or need assistance in completing this form, please telephone the Landmarks Commission Chair at Stoughton City Hall 873-6677.

CITY OF STOUGHTON  
LANDMARKS COMMISSION  
CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

1. NAME OF PROPERTY: O.K. ROE HOUSE  
Address of Property: 404 S 5TH STREET  
Name of historic district in which property is located: \_\_\_\_\_  
\_\_\_\_\_

2. NAME AND ADDRESS OF OWNER

Name: JOE & RUBY CABIBBO  
Street address: 404 S 5TH STREET  
City: STOUGHTON State: WI Zip: 53589  
Telephone Number (during Day) Area Code: 608 873 5525  
Applicant (if different from owner): \_\_\_\_\_  
Telephone number (during day) Area Code: \_\_\_\_\_

3. ATTACHMENTS: The following information is enclosed:

☐ Exterior photographs  
☐ Sketches, elevation drawings and/or annotated photographs  
☐ Floor plans  
☐ Site plan showing relative location of adjoining structures, if located within a district.  
☐ Specifications  
☒ Other (explain) APPROVAL FROM STATE HISTORICAL SOCIETY

4. Signature of Applicant

\_\_\_\_\_ Date \_\_\_\_\_

RETURN TO: Landmarks Commission, City Clerk's Office, Stoughton City Hall

## DESCRIPTION OF PROJECT

Architectural feature: ROOF

Approximate date of feature: \_\_\_\_\_

Describe existing feature: \_\_\_\_\_

Describe proposed work, materials to be used and impact of existing feature:

REROOF WITH STATE HISTORICAL SOCIETY APPROVED ARCHITECTURAL  
SHINGLES ( CERTAINTED LANDMARK - RED SAME AS EXISTING SHINGLES )

Photo No. \_\_\_\_\_ Drawing No. \_\_\_\_\_

Architectural feature: \_\_\_\_\_

Approximate Date of feature: \_\_\_\_\_

Discribe Existing feature: \_\_\_\_\_

Describe proposed work, materials to be used and impact of existing feature:

Photo No. \_\_\_\_\_ Drawing No. \_\_\_\_\_