



Mineral Point, Wisconsin

City of Mineral Point
137 High Street, Suite 1
Mineral Point, WI 53565
(608) 987-2361

<i>Office Use Only</i>	
DATE Received:	_____
Fee Received:	_____
Approved:	_____

APPLICATION FORM Certificate of Appropriateness (COA)

Property Address: _____

Owner Name(s): _____

Mailing Address, City, State, ZIP: _____

Same as Property Address

Phone: (____) _____ Email: _____

Other Name of Property (e.g. "Orchard Lawn"): _____

Primary Contact

Owner (if applicant is Owner, may skip to 'Type of Work')

Architect/Preservation Consultant Contractor Other: _____

Name: _____

Address, City, State, ZIP: _____

Phone: (____) _____ Email: _____

Type of Work

- Alteration / Rehabilitation / Repair (including exterior changes to windows, doors, roofing, etc.)
- Site Alteration / Improvement (including walks, walkways, patios, fencing, retaining walls, etc.)
- Signage (including window signs, projecting signs, etc.)
- New Construction and / or Addition (including garages, sheds and outbuildings, etc.)
- Demolition - Complete (razing entire structure) or Partial (removal of any structure features)

Project Description

On a separate sheet(s), provide a full narrative with detailed description of each element of the work to be accomplished. The narrative would include:

- 1) A clear explanation of the proposed work
- 2) The reason or rationale for the proposed work
- 3) The intended outcome or result of the proposed work

Tax Credits

Work on a property "contributing" to the National Register of Historic Places may qualify for historic preservation tax credits (25% residential, 40% commercial) administered through the Wisconsin Historical Society. There is a separate application process. See Supplement for resources.

Do you intend to apply for Tax Credits? Yes No Unsure

<i>Historic Preservation Commission Use Only</i>		
<input type="checkbox"/> Contributing	<input type="checkbox"/> Noncontributing	Year built: _____ AHI No. _____ TaxKey _____

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Additional Information

You must submit complete and clear drawings and specifications of the work to be accomplished, required by city ordinance. Recommended attachments by type of work are listed. If insufficient information is provided, you will be contacted and requested to submit additional information.

Work Type	Recommended Attachment
<i>Alteration, Rehabilitation, Repair</i>	<p><i>It is recommended to consult with an architect or historic preservation professional when work is significant.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Photos of existing conditions, marked to identify location and scope of proposed work. <input type="checkbox"/> Documents and historical photos, relevant to the property and proposed work. <input type="checkbox"/> Detail drawings of new or modified architectural elements. <input type="checkbox"/> Elevation drawings to scale, of new or modified elements on any façade. <input type="checkbox"/> List of exterior materials to be used, including product specification sheets and color information. <input type="checkbox"/> Swatches or physical samples of proposed materials and finishes.
<i>Site Alteration, Improvement</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Photos of existing conditions, marked to identify location and scope of proposed work. <input type="checkbox"/> Site plan, drawn to scale, with elements like landscaping, parking and utilities <input type="checkbox"/> Renderings which illustrate the appearance of completed project within the streetscape context. <input type="checkbox"/> Swatches or physical samples of proposed exterior materials and finishes.
<i>Signage</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Photos or drawings of proposed sign location. <input type="checkbox"/> Scale drawing of sign indicating design details, graphics, dimensions, and distance above sidewalk. <input type="checkbox"/> List of materials to be used, including product specifications and color descriptions.
<i>New Construction / Addition</i>	<p><i>It is recommended to have plans prepared by a licensed architect or engineer for larger projects.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Photos of existing conditions. <input type="checkbox"/> Site plan, drawn to scale, with elements like landscaping, parking and utilities. <input type="checkbox"/> Floor plans, drawn to scale and including dimensions, showing existing elements and proposed changes. <input type="checkbox"/> Elevation drawings to scale, of new or modified elements on any façade. <input type="checkbox"/> Documents and historical photos relevant to the property and proposed work. <input type="checkbox"/> Renderings which illustrate the appearance of completed project within the streetscape context. <input type="checkbox"/> List of exterior materials to be used, including product specifications and color information. <input type="checkbox"/> Swatches or physical samples of proposed materials and finishes.
<i>Demolition – Complete</i>	<p><i>State Historic Preservation Office (SHPO) approval may be required for certain historic structures.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Documents and historical photos relevant to the property and structure proposed for demolition. <input type="checkbox"/> Photos of exterior and interior views showing overall condition of the property. <input type="checkbox"/> Current dollar value of property improvements. <input type="checkbox"/> Cost estimate for demolition, debris removal, and site grading following demolition.
<i>Demolition – Partial</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Documents and historical photos relevant to the proposed demolition area. <input type="checkbox"/> Floor plans, drawn to scale and including dimensions, of existing conditions and proposed demolition. <input type="checkbox"/> Photos of the building with exterior and interior views of the section to be demolished, illustrating overall condition of the property.

Applicant Certification

I certify that, to the best of my knowledge, the information provided in this application regarding existing conditions and the scope of proposed work is complete, true, and accurate. I acknowledge that I am responsible for complying with any conditions attached to a Certificate of Appropriateness issued for this work. I further agree that if the scope of work changes before completion, I will submit updated information for additional review.

Property Owner Signature _____ Date _____ Applicant Signature (if other than property owner) _____ Date _____

ACTION FORM
Certificate of Appropriateness (COA)

COA Number: _____ Date Received: _____

less than 7 business days before next HPC meeting

Review

Application Complete

Additional Information Requested

Additional Information Received

Referred To

2-Person Committee Date: _____

by 2-Person Committee to full HPC Date: _____

HPC for Agenda Date: _____

Decision

Approved

Approved with Conditions (detail below)

Disapproved

Decided by

2-Person Committee

Signature 1

Date

Signature 2

Date

Historic Preservation Commission Meeting Date: _____

HPC Chair Signature

Date

List any approval conditions.



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APPLICATION SUPPLEMENT

Certificate of Appropriateness (COA)

This supplement provides information about applying for a Certificate of Appropriateness required for work to the exterior of a landmark structure or a property located in the Mineral Point Historic District. Direct any questions to the City Administrator at administrator@cityofmineralpointwi.gov.

Checklist

- Obtain COA Application Form at cityofmineralpoint.com or from City Hall and review.
- Review 'Criteria Summary' document to understand what the Historic Preservation Commission considers when reviewing a COA application.
- Begin filling out the COA Application Form.
- Write the Project Description narrative, providing explanation of the proposed work with reason or rationale and your intended outcome or result.
- Prepare additional information as attachments to provide information to assist the HPC in approving your application. Recommendations are listed on the COA Application Form.
- Sign the Applicant Certification statement. If the applicant is not the owner, an owner's signature is also required.
- Submit the COA Application Form with attachments to administrator@cityofmineralpointwi.gov. PDF is preferred. Make sure you keep your own copy. Applications must be received at least seven (7) business days prior to the next HPC meeting (fourth Thursday of the month) and a non-refundable filing fee paid at City Hall to be considered.

After Submission

- You will be notified if your application will be considered by the full commission or a 2-person committee. This depends on the scope and complexity of the proposed work.
- If the application is to be considered by the full commission, you will be asked to be present at the meeting to present your proposed work and answer questions the commission may have.
- You will be notified of the decision of approval, approval with conditions, or denial. If the application is denied, there is an appeal process. Contact the City Administrator for more information.

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Additional Resources

Planning Resources

- [A Guide to Historic Preservation in Mineral Point, Wisconsin](#). A starting point for preparing an application. Available online. Printed copies are available free of charge at City Hall, from city realtors, attorneys, and members of the Historic Preservation Commission.
- [Mineral Point Library Archives](#). Located on the second floor of the Mineral Point Public Library. Historic photographs and other property information. Open during limited hours.
- [Wisconsin Historical Society: How to Preserve Your Historic Building](#). Articles by preservation professionals providing historic building owners with guidance and recommendations on topics such as project planning, financing, paint, windows, and doors.
- [Wisconsin Historical Society Architecture and History Inventory](#) webpage. Enter you address in “Search Properties” to find available information.
- [U. S. Department of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings](#). Recommendations covering masonry, wood, metal, roofs, windows, entrances and porches, storefronts, structural systems, interior spaces and finishes, mechanical systems, site and setting, energy efficiency, new additions, accessibility, and health and safety. Approaches, treatments, and techniques that may adversely affect a building’s historic character are identified as “Not Recommended.”

Tax Credit Resources

Work on a historic building—residential or commercial—may qualify for state or federal historic preservation tax credits. For additional information, see:

- State of Wisconsin, Wisconsin Historical Society:
[Tax Credits for Historic Building Rehabilitation](#)
- U. S. Department of the Interior, National Park Service:
[Historic Preservation Tax Incentives](#)

Professional Assistance Resources

Historic property owners may want to consult an architect, historic preservation consultant, or specialized tradesperson. The directories listed are for reference only. They are not exhaustive and are not endorsed or recommended by the commission. Applicants should verify credentials of any consultant, contractor, or supplier and obtain appropriate references before hiring.

- [Wisconsin Preservation Trades & Consultant Directory](#). Maintained by the Wisconsin Trust for Historic Preservation.
- [Historic Preservation Consultants](#). List of persons who have independently prepared at least one complete National Register of Historic Places nomination approved by the Wisconsin State Historic Preservation Review Board during the past two years.
- [Professional Building Inspections for Your Historic Building](#). A guide for selecting appropriate professionals for historic properties.
- [Preservation Specialists Directory](#). Maintained by the Minnesota Historical Society.
- [Illinois Restoration Resource Directory](#). Maintained by Landmarks Illinois.



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CRITERIA SUMMARY

Certificate of Appropriateness (COA)

This summary of the City of Mineral Point' code is intended to simplify its contents for those seeking a Certificate of Appropriateness from the Historic Preservation Commission (HPC). Applicants are encouraged to review Chapter 151 at cityofmineralpoint.com. Its purpose is to preserve and enhance buildings, landmarks, and historic districts in Mineral Point by regulating changes to their exteriors.

- HPC has the authority to designate landmarks, landmark sites, and historic districts.
- A COA is required for any exterior alteration, repair, construction, demolition, or change in features (e.g., windows, siding, roofing, signs, etc..) on a designated landmark or within the historic district.

When a COA application is considered, there are *general* and *specific* criteria used to determine whether the proposed work is appropriate and consistent with historic preservation goals.

General Criteria

1. **Compatible Use / Original Purpose.** Encourage continuing original intended use or adapting a property to use compatible with its historic character.
2. **Preserve Distinctive Original Qualities.** Don't destroy or obscure original architectural features or historic materials unless absolutely necessary.
3. **Recognize Evolution and Historical Changes.** Changes made over time may have gained historical significance to be recognized and respected, rather than eliminated.
4. **Treatment of Craftsmanship / Stylistic Features.** Unique architectural details, craftsmanship, textures, patterns, and stylistic elements should be handled carefully.
5. **Repair Rather than Replace.** Deteriorated features should be repaired. If replacement required, new material should match original in design, color, texture, etc.
6. **Gentle Cleaning Methods.** Least invasive means of cleaning surfaces. Abrasive methods (e.g. sandblasting) which could damage materials are discouraged.
7. **Preserve Archaeological Resources.** Avoid harming archaeological resources on/near the site.
8. **Compatible Contemporary Designs.** Modern additions or alterations are not prohibited if they don't harm significant historic, architectural, or cultural features and are compatible in scale, massing, color, and material.
9. **Reversibility / Minimal Impact.** Alterations that, ideally, could be removed or reversed without damaging the historic fabric or appearance.

Specific Criteria

- **Height:** New or modified parts should match or be compatible with heights of surrounding buildings and historic style.
- **Opening Proportions:** Relationships between openings (window/door) should harmonize with traditional architectural character of structure and neighborhood.
- **Mass / Building Relationships:** Scale of structures, spacing between, and how they relate to open space should be compatible with historic context.
- **Roof Shape:** Design, pitch, and roof form should respond to architectural style and historic patterns in the district.
- **Landscaping:** Planting, ground treatment, fences, walls, and other site elements should be consistent with historic character and surrounding properties.
- **Scale:** Size and mass of additions/new structures should not overwhelm original building or neighboring structures.
- **Directional Expression:** Street-facing facades should respect prevailing vertical/horizontal emphasis of nearby structures.
- **Architectural Details / Materials / Textures / Colors:** Use of materials, color, texture, trim, ornamentation, and architectural detail should be sympathetic to historic context.