

Village of Rochester
300 W. Spring St., PO Box 65
Rochester, WI 53167
(262) 534-2431
<https://rochesterwi.gov/>

Application Fee: \$25.00

Application for the Certificate of Appropriateness

See page 2 for instructions and required attachments.

Property Address:

Applicant Name:	(If Different) Owner:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

Existing Use of the Building:

Type of Work: *Check all that apply*

- ☐ New construction: Construction of a new building, additions, garages, sheds, etc.
- ☐ Renovation work: includes, but is not limited to, all exterior changes to an existing building, windows, doors, roofing, etc.
- ☐ Site work: Adding landscape features (walks, patios, fencing, retaining walls, etc.)
- ☐ Signage: Installation of a sign on a building or site.
- ☐ Demolition: Removal of any building feature(s) or the razing of any structure(s).
- ☐ Other:

Description of Work

As appropriate, please include information on the scope of work, materials to be used, details about height and dimensions, color, setbacks from the street and property lines, impact on existing features, etc. If more space is needed, continue on a separate page.

Signature of Applicant: _____
Date: _____

Signature of Owner: _____
Date: _____

Instructions

Per section 38-5B.1. of the Village of Rochester Historic Preservation ordinance, owners of any structure within a Historic Preservation Overlay District must apply for a Certificate of Appropriateness when proposing to “reconstruct, alter or demolish all or any part of the exterior of such structure or construct any improvement upon such designated property or properties.”

Attachments

The following attachments are required for all applications:

1. Clear photographs of every portion of the property affected by the work
2. Exterior elevations or sketches of existing conditions and proposed work
3. Samples or specifications of proposed materials, including product sources and color descriptions

Depending on the scope of the work, additional attachments may be necessary to illustrate your proposal. These might include:

1. Site plan, drawn to scale, showing existing condition (including landscaping, parking, utilities and other elements) and proposed work
2. Detail drawings of new elements
3. Historic photographs and/or other historic documentation
4. Sectional building or site drawings drawn to recognized engineering or architectural scale
5. Floor plans

Next Steps

Please submit the completed application, attachments, and the \$25 application fee to Village Clerk-Treasurer, Sandi Swan, via mail, drop box, or in person:

Village of Rochester
300 W Spring St
PO Box 65
Rochester, WI 53167

After we have received your materials, we will schedule a meeting to review your proposal with the Historic Preservation Committee. The Committee meets at 6:00 pm on the first Monday of the month, as needed.

If you have any questions about the process, please contact Sandi Swan at (262) 534-1181 or sswan@rochesterwi.gov.