

## COA Application for Certificate of Appropriateness



Community Development Department • City of Elgin, 150 Dexter Court, Elgin, IL 60120 Phone: (847) 931-5920 • Fax: (847) 931-6790 • www.cityofelgin.org

| Address   | Address of Prope         | erty        |           |          |
|---|--------------------------|-------------|-----------|----------|
| Address Cell: ( ) Email:  | Applicant                | Owner       | ee/tenant | or Other |
| Address Cell: ( ) Email:  | Name                     |             | Phone: (  | )        |
| City State Zip  |                          |             | Cell: (   | )        |
| Name Phone: ( ) Address Cell: ( ) Email: City State Zip Description of Proposed Work Exterior Repair New Construction Other Demolition of Structure Relocation of Structure |                          |             |           |          |
| Name Phone: ( ) Address Cell: ( ) Email: City State Zip Description of Proposed Work Exterior Repair New Construction Other Demolition of Structure Relocation of Structure | City                     | State       | Zip       |          |
| Address Cell: ( )  Email:  City State Zip  Description of Proposed Work   | <b>Homeowner Informa</b> | <u>tion</u> |           |          |
| Address Cell: ( )  Email:  City State Zip  Description of Proposed Work   | Name                     |             | Phone: (  | )        |
| City State Zip  |                          |             |           |          |
| Description of Proposed Work ☐ Exterior Repair ☐ New Construction ☐ Other ☐ Demolition of Structure ☐ Relocation of Structure   |                          |             | Email:    |          |
| ☐ Demolition of Structure ☐ Relocation of Structure   | City                     | State       | Zip       |          |
|   |                          |             |           |          |
|   |                          |             |           |          |

## ADDITIONAL REQUIRED DOCUMENTATION:

- ⇒ For **EXTERIOR REPAIR** (ie. fences, driveways, retaining walls) please attach a plat of survey.
- For <u>New Construction</u> (ie. additions, porches, decks, sheds), please attach an architectural drawing, plat of survey, photographs, and/or relevant sample materials/literature.
- ⇒ For **<u>DEMOLITION OF STRUCTURE</u>**, please detail the structure's condition and reason for demolition.
- For <u>RELOCATION OF STRUCTURE</u>, please detail where and why the structure will be moved, attach photographs and site plan.

## **Please Note:**

- 1. All work must conform to the regulations set forth in the City of Elgin Design Guideline Manual for Landmarks and Historic Districts 4244, and the adopted Illinois Codes and City ordinances.
- 2. The COA is provided at no cost. Building Permit(s) may be required in addition to a COA. *All COA approvals expire* 6 months from approval date.
- 3. Extensions of a COA may be granted upon submission of proper documentation.
- 4. On Completion of Work, I/we agree to notify the Historic Preservation Rrcppgt at (847) 931-6004 to schedule an inspection of the property. Any changes to the approved work must seek prior approval before work begins and any material purchased or created.
- 5. The undersigned owner or occupant of the dwelling referenced above has read and understands the content of this notice and voluntarily consents to an exterior inspection of the dwelling by the City of Elgin Historic Preservation Specialist for the purpose of verifying existing conditions and taking photographic evidence, and/or measurements to confirm those conditions.

| Signature of Applicant     |             | Date       |  |
|----------------------------|-------------|------------|--|
| COA APPROVAL for           | :           |            |  |
| Planning & Preservation Co | oordinator: |            |  |
| Approval Date:             | COA No      | Permit No  |  |
|                            |             |            |  |
| COA APPROVAL for           | <u>:</u>    |            |  |
|                            |             |            |  |
| Planning & Preservation Co | oordinator: |            |  |
| Approval Date:             | COA No      | Permit No. |  |
|                            |             |            |  |
| Approval Date:             | COA No      | Permit No. |  |