

Historic Commission Review of Building Permits

CERTIFICATE OF APPROPRIATENESS

APPLY FOR A BUILDING PERMIT

Apply for a building permit at the Building Division. If the property is located within an Historic Overlay District and the work requested is on the exterior of the building, you will receive an application for a Certificate of Appropriateness.

COMPLETE THE APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS AND PREPARE PRESENTATION MATERIALS

Complete the application. Direct questions to the Historic Commission staff in the Planning Division, (608) 755-3085. Drawings requested for the building permit should be included with the application for a Certificate of Appropriateness. Also include sketches, drawings, photographs or other material to help the Commission understand the changes you propose to make. These materials will be retained by the Commission, so make copies for your files.

FILE THE APPLICATION AND PRESENTATION MATERIALS AT LEAST 12 DAYS PRIOR TO THE MEETING.

MEET WITH COMMISSION MEMBERS

A subcommittee of two commission members may be appointed to meet with you on site prior to the Historic Commission Meeting to review the project.

ATTEND THE MEETING

The Historic Commission meets on the first and third Tuesdays of each month at 5:00 p.m. in Room 416 of the City Hall Building. Applicants are encouraged to attend the meeting to explain their project and answer questions.

HISTORIC COMMISSION ACTIONS ON CERTIFICATE OF APPROPRIATENESS

APPROVAL

If the work requested in the building permit meets the guidelines, the Commission will grant the Certificate of Appropriateness and the building permit may be issued the following work day following normal procedures.

CONDITIONAL APPROVAL

At the Historic Commission meeting, the Commission

members will discuss the project with the property owner and may suggest changes that would meet the criteria and guidelines. If the property owner agrees with the conditions, approval of the Certificate of Appropriateness is conditioned on the changes.

DENIAL

If an application is denied, the property owner can ask the Historic Commission for

help in preparing a proposal that will meet the guidelines and criteria, or appeal the decision to the Plan Commission.

STATEMENT OF WAIVER

A statement of waiver can be granted if the building is a non-contributing structure to the Historic District, or if the work does not meet the criteria but the Historic Commission does not object to it.

APPEALS

Appeals of a Historic Commission decision may be made to the Plan Commission within 30 days of notice of the Commission's decision.

IS YOUR PROJECT ELIGIBLE FOR THE TAX CREDIT PROGRAM?

Find out at:
www.wisconsinhistory.org

WHAT IS THE HISTORIC COMMISSION?

The Historic Commission has seven members recommended by the Citizen Advisory Committee on Appointments for appointment by the Council President with confirmation by the City Council, chosen for their expertise or interest in historic architecture and its preservation. The members serve overlapping three year terms. One of the roles of the Historic Commission is to review building permits within historic overlay districts.

CRITERIA FOR REVIEW

The criteria used to review building permits in historic overlay districts include the Secretary of the Interior's Standards for Rehabilitation as well as the criteria listed in Section 42-445(b)(2),g.3. of the Zoning Ordinance. Information may be obtained by calling the Planning Division at 755-3085.

APPEAL PROCESS

Owners denied a Certificate of Appropriateness may appeal the decision to the Plan Commission within 30 days of the denial. The Plan Commission can then affirm, modify or overrule the Historic Commission's decision. If the Plan Commission overrules the Historic Commission's decision, that decision is final. However, if the appeal is not overturned by the Plan Commission, the owner may then appeal the decision to the City Council

ADDITIONAL ITEMS NEEDING BUILDING PERMITS IN HISTORIC OVERLAY DISTRICTS

Within the Historic Overlay districts, property owners are also required to obtain building permits for the installation of siding, and windows and removal of original architectural details representative of an architecture style, a unique design element or material. These items require permits only in the Historic Overlay districts and not anywhere else in the city. For further information on items needing review, call the Planning Division at 608-755-3085.



HOW IS A HISTORIC OVERLAY DISTRICT CREATED?

The City Council may designate by a change in the Zoning Ordinance for individual parcels of land or entire neighborhoods as a Historic Overlay District. The ordinance will include a district plan prepared by the Historic Commission including guidelines and criteria for the review of building permits within the district.

The process typically begins with a request from a property owner to have a proposed area designated for the Historic Commission to begin preparing a district plan, review guidelines and introduce a zoning ordinance change.

NEED MORE INFORMATION?

If you would like more information about the building permit process or how to designate your neighborhood as a Historic Overlay District, please call the Historic Commission staff in the Planning Division at 755-3085 or visit the City of Janesville website at: www.ci.janesville.wi.us



JANESVILLE

Planning Division

Planning Division

18 North Jackson Street, P.O. Box 5005
Janesville, WI 53547-5005

Office Hours: Monday-Friday, 7:30 a.m. to 4:30 p.m.

(608) 755-3085

Web: www.ci.janesville.wi.us

Historic Overlay District

Ordinance



*Preserving Janesville's heritage, history and
its excellent examples of period
architecture.*



JANESVILLE

Planning Division