

**Certificate of Appropriateness (COA)**  
**City of Menomonie**

Upon receipt of an application for a Certificate of Appropriateness, the Menomonie Historic Preservation Commission met on the date identified below and took action on the application. In taking action on the application, the Commission gave consideration to the criteria listed in Chapter 21.XXXII of the Menomonie City Code entitled "HISTORIC PRESERVATION COMMISSION" and the standards contained in any applicable district plan.

The following shall be submitted to the office of Downtown Menomonie, 342 Main Street E Menomonie, WI 54751, **seventy-two (72) hours prior to the meeting date of the Historic Preservation Commission:**

1. Two (2) copies of photographs of all exterior building elevations taken perpendicular to the building. One copy to be placed in the Historic Preservation Commission archives.
2. Submit one (1) set of photographs when project is complete to be placed in archives. If applicant permits, Historic Preservation Commission will use photos for a press release to local newspaper.
3. Hard line drawings which convey how the project will look when completed.
4. Colors from the approved color palette shall be indicated on the drawings.
5. Building materials proposed to be used shall be indicated on the drawings.
6. If the project involves restoration or cleaning, submit description of work, procedures, and extent of work.
7. If a sign is to be lit, provide a description and photocopy of fixture.

**Applicant's Name:** \_\_\_\_\_

**Business Name** (if applicable): \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number of Applicant:** \_\_\_\_\_

**Name of the historic property/landmark** (if known): \_\_\_\_\_

**Address of the property/landmark:** \_\_\_\_\_

**Select the reason for the Certificate of Appropriateness:**

- Alteration to an existing property/landmark
- New Construction
- Demolition

**Specify the colors from the historical color pallet to be used:** \_\_\_\_\_

\_\_\_\_\_

**Specify the materials to be used:** \_\_\_\_\_

\_\_\_\_\_

**Provide a description of the work to be done:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If the COA is for signage please address the following.** Please attach a sketch or rendering of the sign. Be sure to include the names of the historical appropriate colors used and where on the sign each color will go. All changes done to the exterior of your property must be approved by the Historic Preservation Commission *prior* to the start of any work.

- Message on the sign: \_\_\_\_\_
- Background color(s): \_\_\_\_\_
- Lettering colors(s): \_\_\_\_\_
- Font Style Name: \_\_\_\_\_
- Lettering Size: \_\_\_\_\_
- Will this sign require new lighting? \_\_\_\_\_
- Overall dimensions of the sign: \_\_\_\_\_

**Name and Phone Number of the Project Contact Person** (if different than above):

\_\_\_\_\_

I hereby certify that I understand the conditions of approval required by the Historic Preservation Commission and that the project will be completed as approved by the Commission. In addition, I agree to notify the City about changes proposed in the project prior to commencing such work and understand that if deemed necessary by City staff, that the proposed changes will be forwarded to the Commission for further review.

Signature of Applicant or Representative: \_\_\_\_\_

Date:

Signature of Owner or Verified Property Manager: \_\_\_\_\_

Date:

**Historical Preservation Commission Meeting Date:** \_\_\_\_\_

**\* This Certificate of Appropriateness signed on this date is valid for work completed in the next 12 months.**

**Approved by Commission**       **Not approved by Commission**

**Conditions of approval required by the Historic Preservation Commission:**

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Signature of HPC Chairperson