

Please Note: In order for the C of A application to be heard by the next scheduled HP meeting it is important that the application be turned in no later than 7 days before the next scheduled monthly meeting. The Certificate of Appropriateness application is due no later than

_____ for the next meeting, which is scheduled for _____.

Information Concerning the Process for a Certificate of Appropriateness

Reference: City of Danville's City Ordinance: Historic Preservation § 160.06

(Information provided here is generalized. If you have specific questions please consult the actual Code, or call 431-2320)

General Information:

A "Certificate of Appropriateness", (C of A), is required for **exterior modifications** to any designated landmark or property within a Historic Preservation District even when the action does not require a building or demolition permit. The C of A is issued by the Historic Preservation Commission when the property is to be:

1. Changed or modified.
2. Reconstructed.
3. Erected, wholly or in part.
4. Moved.
5. Demolished, wholly or in part.

No individual, group, organization or city department shall commence such action without first obtaining a Certificate of Appropriateness.

No building or demolition permit shall be issued for work on any landmark or within the boundaries of a district unless a Certificate of Appropriateness has been issued for same work.

Notwithstanding any other requirement to the contrary, a Certificate of Appropriateness shall be issued if the applicant satisfies the commission that a failure to grant the permit will cause an imminent threat to life, health or property, as verified by the building inspector, or if the Certificate of Appropriateness is required to provide accessibility to the handicapped, or if it is required by a court of law.

Interior alterations are exempt from these requirements however, the commission shall make itself available to advise owners relative to such modifications in an effort to preserve all significant characteristics of the structure.

An applicant may request a meeting with the commission before submitting a formal application and may consult with the commission during the review of an application. Meetings are scheduled the second Thursday of each month at City Hall, Lower Level Conference Room, 17 W. Main Street at 5:00 p.m. Meetings are open to the public and applicants are encouraged to attend.

Exterior paint schemes; storm doors, storm windows, screens, window air conditioners, and similar items **are not subject** to a certificate of appropriateness. (If you have questions call the Department of Development Services @ 431-2320).

Application:

An application for the certificate of appropriateness is available from the Development Services Department. After completing the application return to the same. The following information is required for the application:

1. Name of property: Common or Historic Name (EP. Jones Home)
2. Contact Person and phone number.
3. Location: Number and Street
4. Owner of the property: Name and address
5. Legal description of the property:

6. Brief description of the existing improvement situated on the property (Include pictures if possible).
- 6a. List of Attachments: Each application should be accompanied by (if possible) such sketches, drawings, photographs, descriptions or other information as may be reasonably required by the commission to make a decision.
7. Developer, if different from owner.
8. Architect, Contractor, or Builder: if utilized or retained

After completing the application, return it to the City of Danville, Department of Development Services, 2nd floor, 17 W. Main, Danville, IL 61832.

The receipt date will be recorded on the application, and then copies of the application will be submitted to each Commission member to be reviewed before the next scheduled meeting. At this time the department's staff consultant to the Historic Preservation Commission will review the application and may contact the applicant for further details. The current staff liaison is John Dreher who can be reached during office hours at 431-2329.

The application for a Certificate of Appropriateness shall be reviewed at the scheduled next meeting of the commission following its receipt by the department.

Approval:

If the commission finds that the activity proposed by the applicant:

1. Will not adversely affect the exterior significant historical or architectural character cited in the application for landmark designation as called for in § 160.05(II); and
2. Is appropriate and consistent with the design criteria established for the landmark as created by § 160.05(II)(III),

The commission shall then issue the Certificate of Appropriateness. The commission's decision to approve shall be the final administrative decision.

Denial:

Criteria for Certificate of Appropriateness in historic districts:

If the commission finds the activity proposed by the applicant does not meet any of the subheadings in § 160.06(I)(E)(3), the commission shall disapprove the application and so advise the applicant in writing of the denial.

Following the denial of the Certificate of Appropriateness by the commission, the department shall transmit to the owner a letter within five working days, stating changes requested by the commission before the Certificate of Appropriateness will be issued. The letter will address itself to the appropriate criteria. If the owner agrees to said changes in writing to the commission and the commission is satisfied that the criteria in § 160.06(I)(E)(3) will be met, it shall issue a Certificate of Appropriateness; if not, the Certificate of Appropriateness shall be denied subject to appeal.

Appeals:

Where the commission has denied issuance of a certificate of appropriateness, the applicant for said certificate may appeal to the city council. Such appeal must be filed with the city clerk within 30 days after the decision of the commission. The city council shall hold a public hearing and shall act on said appeal within 30 days of its receipt by a simple majority vote of the entire council.