



## Historic Preservation Commission Certificate of Appropriateness (COA) Approval Form

Major work projects are reviewed by the Historic Preservation Commission (HPC) and involve a change in the appearance of a structure or site more substantial than routine maintenance or minor work projects.

Applications and attachments can be submitted in person or via email as a PDF, (paper size not to exceed 11" x 17") by 5 p.m. on or before the first Wednesday of the month. Incomplete applications will not be accepted.

The Historic Preservation Commission meets on the second Wednesday of the month at 7 p.m. at City Hall. Dates are subject to change as necessary. Be prepared to give a brief overview of your project (10 minutes or less) and present any information that would enhance your application (i.e., photos, letters of support from neighbors, scale models, samples of proposed materials seeking to replicate existing materials, etc.).

<b>EDWARDSVILLE HISTORIC PRESERVATION COMMISSION (HPC)</b> Administrative Approval Form for MAJOR WORK		
Staff Approval:	Date:	
1) Address of property:		
2) Is the property an Edwardsville Local Historic Landmark? Yes___ No ___		
3) Is the property located within a Historic District? No___ If Yes: Leclaire ___ St. Louis St. ___ Downtown Business District ___		
4) Owner's name: _____ Address: _____ City: _____ State: ___ Zip: _____ Phone: _____ Email: _____		
5) Applicant/Business Name: _____ Address: _____ City: _____ <i>(if different from Owner)</i> State: ___ Zip: _____ Phone: _____ Email: _____		
6) Architect's name: _____ Address: _____ City: _____ State: ___ Zip: _____ Phone: _____ Email: _____		
7) Contractor's name: _____ Address: _____ City: _____ State: ___ Zip: _____ Phone: _____ Email: _____		
8) Check all that apply and attach any additional information		
Type of Exterior Activity	Location / Details	Visible from Public Way (streets and alleys)?
<input type="checkbox"/> Construction	<input type="checkbox"/> Residential <input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Demolition	<input type="checkbox"/> Partial <input type="checkbox"/> Total	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Alteration <input type="checkbox"/> Restoration <input type="checkbox"/> Addition <input type="checkbox"/> Landscaping	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear	<input type="checkbox"/> Yes <input type="checkbox"/> No
Garage: <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Replacement <input type="checkbox"/> New	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Windows <input type="checkbox"/> Storm Windows <input type="checkbox"/> Doors <input type="checkbox"/> Storm Doors	<input type="checkbox"/> Restoration <input type="checkbox"/> Replacement <input type="checkbox"/> New Style / Materials:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Roof: <input type="checkbox"/> Restoration <input type="checkbox"/> Reroof <input type="checkbox"/> New	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear Style / Materials:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fence / Gate: <input type="checkbox"/> Restoration <input type="checkbox"/> Replacement <input type="checkbox"/> New	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear Style / Materials:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Siding: <input type="checkbox"/> Replacement <input type="checkbox"/> New	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear Style / Materials: Exposure in inches:	<input type="checkbox"/> Yes <input type="checkbox"/> No



9) **Description of activity:** Describe briefly the activity as checked in the boxes and submit, as applicable: photos of existing conditions, site plan, or plat of survey showing the location of the activity and the design and materials of stairs, fences/gates, signs, air conditioning units, land altering activity. Also, submit proposed plans, existing and proposed exterior elevations showing the activity (e.g. windows, doors, fence design/style, dimension, and building materials - documentation should not exceed 11"x17" paper size).

\_\_\_\_\_  
Applicant's name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit application to: Emily Fultz, AICP, City Planner, 200 E. Park Street, Edwardsville, Illinois 62025  
Phone: 618-692-7535; Fax: 618-692-7505; email: HPC@cityofedwardsville.com