



City of Onalaska Planning & Zoning, 415 Main Street, Onalaska, WI 54650

## CERTIFICATE OF APPROPRIATENESS APPLICATION

A Certificate of Appropriateness is required for modifications of any structure designated as a Historic Structure by the City of Onalaska Historic Preservation Commission and Common Council. Please submit the following for City review and approval. Submittal of a complete application will ensure the timely processing of your Certificate of Appropriateness: There is no permit fee for this application.

- ➡ **Completed Application Form**
- ➡ **Overview / Letter that describes the proposed project.**  
For changes to the structure, list material types, square footages, and all alterations.
- ➡ **Site Sketch/Photographs of Proposed Exterior Structural Changes**

The issuance of a Certificate of Appropriateness shall not relieve the applicant from obtaining other permits and approvals required by the City of Onalaska. A building permit or other municipal permit shall be invalid if it is obtained without the presentation of a Certificate of Appropriateness required for the proposed work. Work as described for the Certificate of Appropriateness shall be started within twelve (12) months from the issuance of the certificate and the work shall conform to the provisions of the certificate. Failure to comply with a Certificate of Appropriateness or to obtain a Certificate of Appropriateness shall be a violation of the Zoning Ordinance. Any changes to the work scope shall receive prior approval by the Historic Preservation Commission and the Planning/Inspection Departments.

### Brief Description of Project:


<b>Property Owner:</b>
Contact Person:
Property Address:
City, State, Zip:
Phone Number:
Email: <input type="checkbox"/> Primary Contact

<b>Applicant:</b>
Contact:
Mailing Address:
City, State, Zip:
Phone Number:
Email: <input type="checkbox"/> Primary Contact

*Proposed construction, reconstruction, alteration, and/or demolition must meet the requirements of the City of Onalaska's Zoning Ordinance. I, the undersigned, have read and will comply with applicable City Ordinances. I understand that violations may result in permit revocation, daily issuance of infraction or administrative citations.*

<b>Signature of Applicant:</b>	<b>Date:</b>
<b>Signature of Property Owner:</b>	<b>Date:</b>

<b>OFFICE USE ONLY:</b>	Date Submitted:	Application Received By:
	Date Permit/s Issued:	