



CITY OF COLLINSVILLE ~ DEPARTMENT OF COMMUNITY DEVELOPMENT  
 125 SOUTH CENTER STREET, COLLINSVILLE, IL 62234  
 TEL. (618) 346-5200, EXT. 3 [WWW.COLLINSVILLEIL.ORG](http://WWW.COLLINSVILLEIL.ORG)

**FEE:**  
**\$0**

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

*Sec. 17.200.130 – Certificate of Appropriateness. A. Applicability. Property(ies), buildings, structures, places, areas, or other objects being designated as a landmark or included within a designated historic district shall be subject to the issuance of a certificate of appropriateness, whether or not a building permit is required. No person shall make or cause to make any undertaking, except for exempt undertakings, without the City having first issued a certificate of appropriateness approving such work. Furthermore, the City shall not issue any building or demolition permit allowing work which could not otherwise take place until a certificate of appropriateness has been issued.*

**II. PROPERTY INFORMATION**

Proposed/Existing Landmark or Historic District Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

PIN Number(s): \_\_\_\_\_

**III. APPLICANT INFORMATION**

Owner(s) of record of the hereinafter described property according to St. Clair/Madison County Tax Assessor’s Office.

Name: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*(Attach additional sheets as necessary)*

Applicant/Agent: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_

Interest in Project:  Contract Purchaser  Lessee  Other (Specify): \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge. AN APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR AUTHORIZED APPLICANT/AGENT.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**INTERNAL USE ONLY**

Check (v) one:

<input type="checkbox"/>	EXEMPT UNDERTAKINGS	<input type="checkbox"/>	MINOR WORKS	<input type="checkbox"/>	MAJOR WORKS <i>Approval by Historic Preservation Commission Required</i>
Approved By: _____				Date Approved: _____	
COA Number: _____					

## IV. SUBMITTAL REQUIREMENTS

Please refer to the Historic Preservation Ordinance ([Sec. 17.200 – Historic Preservation](#)) for complete submittal and review requirements.

### **Application Submittal Requirements:**

- 1) Complete application and fee (As established in Title 4, Fees, of the Municipal Code of Ordinances).
- 2) Signed written statement from each owner of record expressing support for the application.
- 3) A written narrative discussing the following:
  - a. The nature, purpose, and quality of the proposed work to be performed.
  - b. The property(ies)'s current condition, particularly that portion of the property which is proposed to be changed.
  - c. How the proposed designation conforms the "Certificate of Appropriateness Criteria" listed below.
  - d. Whether the proposed work will change, affect, or destroy any important feature of the Landmark Property or any structure or area within the Historic District. If yes, then fully describe the following:
  - e. The applicable Historic Preservation Design Standards relevant to the proposed work.
  - f. How historically significant features will be changed, affected, or destroyed by the proposed changes.
  - g. How the proposed work will affect the preservation, protection, perpetuity and economic use of the Landmark Property or any structure or area within the Historic District.
  - h. Whether the proposed work is necessary due to conditions that pose an imminent threat to life, health, or property.
  - i. Any deviations from the requirements of the Historic Preservation Ordinance or applicable Historic Preservation Design Standards, and the justification for the same.
- 4) Detailed plans, including but limited to drawings, sketches, renderings, building elevations, spec sheets, maps, plot plans, and/or site plans necessary to adequately portray the proposed work and which are sufficient for Building Permit Application review.
- 5) **For Major Works:** List of property owners within 250 feet and their mailing addresses. This information must be obtained from the Collinsville Township Assessor's Office (Tel. 618-345-0051) or from St. Clair County (Tel. 618-277-6600).
- 6) Other information and documentation that will be helpful in consideration of the application, or as otherwise required by the City.

### **Criteria for Landmark Designation:**

A Certificate of Appropriateness shall be considered based upon extent to which the application meets the intent, objectives, and applicable criteria set forth in the Historic Preservation Ordinance ([Sec. 17.200 – Historic Preservation](#)).

- 1) **Intent.** The intent of this section is to ensure that designated landmarks, and historic districts, be in harmony with other structures located therein. It is not the intent of this article to regulate the use of land as otherwise allowed in this chapter, to require the reconstruction or restoration of individual or original buildings or to prohibit the demolition or removal of such buildings or to impose architectural styles from particular historic periods. In considering new construction, the Historic Preservation Commission and the City shall encourage the incorporation of contemporary design which is harmonious with the character of the landmark's surrounding environment or the historic district.
- 2) **Criteria.** In making a determination whether to approve or deny an application for a certificate of appropriateness, the Historic Preservation Commission's or the City's decision shall be based on substantial compliance with the **Historic Preservation Commission's Adopted Historic Preservation Design Standards**, as amended from time to time by the Historic Preservation Commission; and **The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings** as amended.

**Expiration:** A certificate of appropriateness shall expire two (2) years from the date of issuance.

**Approved Undertakings:** Only undertakings which are specified by the certificate of appropriateness shall be permitted.

**Transferability:** A certificate of appropriateness shall not be transferable from the applicant to another subsequent owner of the same property without the written approval of the City.

**When Required:** Except as otherwise provided herein a Certificate of Appropriateness shall be required prior to any undertaking which produces a major change or minor change to the exterior architectural appearance of property(ies), buildings, structures, places, areas, or other objects being designated as a landmark or included within a designated historic district., as specified in [Section 17.200.130.C, Table 1: Level of Review for Certificate of Appropriateness](#) (Attached).

## 2024 HISTORIC PRESERVATION COMMISSION CALENDAR

FILING DEADLINE (5:00PM)	MEETING DATE (5:30PM)
DECEMBER 1, 2023	JANUARY 3, 2024
JANUARY 1, 2024	FEBRUARY 7, 2024
FEBRUARY 1, 2024	MARCH 6, 2024
MARCH 1, 2024	APRIL 3, 2024
APRIL 1, 2024	MAY 1, 2024
MAY 1, 2024	JUNE 5, 2024
JUNE 1, 2024	JULY 3, 2024
JULY 1, 2024	AUGUST 7, 2024
AUGUST 1, 2024	SEPTEMBER 4, 2024
SEPTEMBER 1, 2024	OCTOBER 2, 2024
OCTOBER 1, 2024	NOVEMBER 6, 2024
NOVEMBER 1, 2024	DECEMBER 4, 2024

*\* Please note that applications will not be scheduled for public hearing until the Community Development Director determines the submittal is complete and sufficient for Historic Preservation Commission review.*