

APPLICATION BACKGROUND

For issuance of a *CERTIFICATE OF APPROPRIATENESS* to obtain approval of the alteration of the exterior appearance of a local landmark or a structure within the designated local Historic Districts of Hamburg and Annie Wittenmyer.

Before any exterior alteration or construction can occur within a local historic district or landmark property, a Certificate of Appropriateness must be obtained from the Historic Preservation Commission.

The following activities require a Certificate of Appropriateness (COA) and a building permit before work may begin. Other activities not listed here may also require a COA and a building permit.

- Roofing
- Window replacement
- Porch additions or alterations
- Garages (new construction or alterations of existing)
- Building additions
- New construction
- Siding
- Masonry repointing
- Chimney repair and replacement

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION

If you are uncertain if an activity you are planning requires a COA, please contact the Building Permit Office at 326-7745 to find out if a building permit is required. If a building permit is required a COA **must** be obtained before the Building Permit Office will issue a permit.

The COA Application must be completed prior to submission to the Commission. Incomplete applications will **not** be accepted.

Applications for Certificates of Appropriateness will be reviewed by the Historic Preservation Commission for conformance with the following guidelines and criteria: (guidelines and criteria will be applied, as each project requires)

- The Historic Preservation Chapter of the 1995 Municipal Code of the City of Davenport, Iowa. [Available at <http://www.cityofdavenportiowa.com/code.htm>]
- Secretary of the Interior's Standards for Rehabilitation are listed at the end of the application. (36 CFR Part 67) [The Standards and Illustrated Guidelines for Rehabilitating Historic Buildings are available at <http://www2.cr.nps.gov/tps/tax/rehabstandards.htm>]
- The relationship of the proposed exterior changes to the materials, massing, scale, distances, styles, and other features of surrounding existing structures.
- Any other guidelines as may be appropriate.

Examples of incomplete applications include, but are not limited to, failure to provide photographs of existing structure, unclear or incomplete work write-up, failure to provide historic plans or photographs if the request is to return a structure to an earlier historic appearance (for tax incentive related projects), or failure to provide construction drawings for new structures or additions.

Examples of acceptable submission materials follow:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION

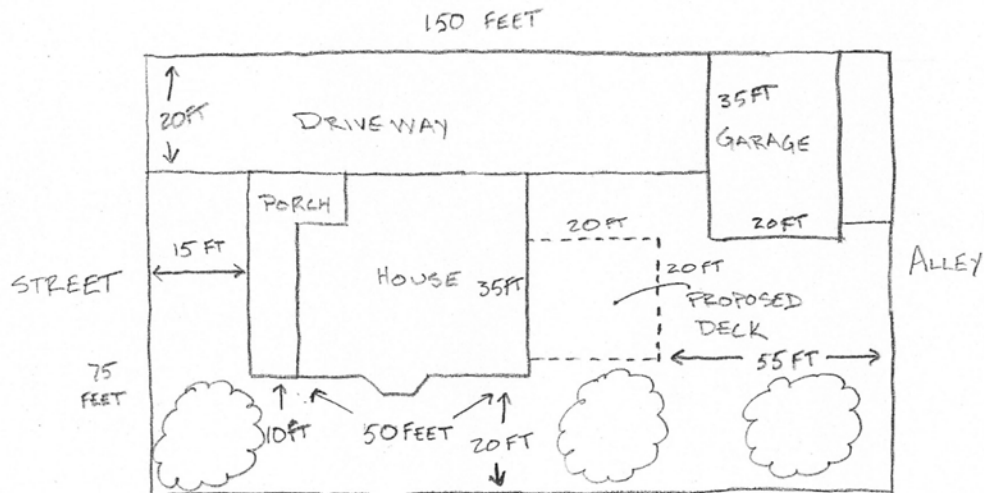
Remove plywood and
replace with wood
window to match
existing windows

Forest Block
Building
401 Brady St

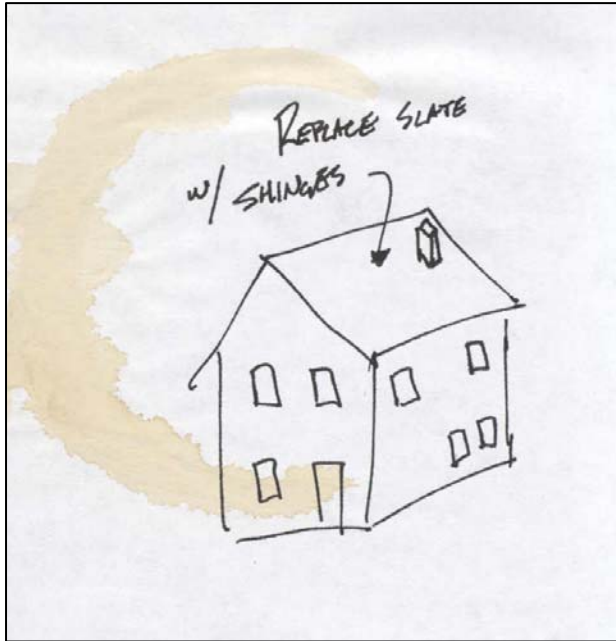
South Façade



The submission sample above is acceptable because it provides required information for the Commission to review the COA. The sample provides the address of the structure, identifies which part of the building is being worked on, and provides information on what work will be done. Additionally, photos of each elevation (side) of the building need to be included. Hand drawn elevations and plans are acceptable; however, please label architectural features and areas where work will be done. The Commission realizes that not everyone can afford to hire an architect to develop plans for work to be done on a historic structure. However, the information provided in the application must be of a high enough quality for the Commission to accurately determine the work to be done.



CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION



The drawing on the left does not provide enough detail of either the structure or the proposed work. The drawing below shows a much higher level of detail for the structure. While photos generally will show more detail than a hand drawing, hand drawings are useful to the Commission and the applicant for showing what work will be done and what the final result may look like.

The drawing below was made by tracing over a photograph. This makes seeing the effects of proposed changes easier by being able to draw them.



2011 HISTORIC PRESEVATION COMMISSION STAFF CALENDAR

HISTORIC PRESERVATION COMMISSION SCHEDULE

CITY COUNCIL SCHEDULE

PUBLIC NOTICE (LANDMARKS) SUBMITTAL DEADLINE (5:00 PM - Monday)	NOTICE TO QUAD-CITY TIMES (12:00 PM - Tuesday)	CERTIFICATE OF APPROPRIATENESS AND DEMOLITION REVIEW DEADLINE (5:00 PM - Monday)	DISTRIBUTE MEETING PACKETS AND AGENDA (12:00 PM - Friday)	HISTORIC PRESERVATION COMMISSION HEARING (5:00 PM - Tuesday)	SUBMISSION DEADLINE FOR COUNCIL ITEMS (5:00 PM - Monday)	COMMITTEE OF THE WHOLE MEETING (PUBLIC HEARING) (5:30 PM - Wednesday)	CITY COUNCIL MEETING (5:30 PM - Wednesday)
12/17/10	12/21/10	01/03/11	01/07/11	01/11/11	01/24/11	02/02/11	02/23/11
					02/07/11	02/16/11	03/09/11
01/14/11	01/18/11	01/31/11	02/04/11	02/08/11	02/21/11	03/02/10	03/23/11
					03/07/11	03/16/10	04/13/11
02/11/11	02/15/11	02/28/11	03/04/11	03/08/11	03/21/11	04/06/11	04/27/11
					04/11/11	04/20/11	05/11/11
03/18/11	03/22/11	04/04/11	04/08/11	04/12/11	04/25/11	05/04/11	05/25/11
					05/09/11	05/18/11	06/08/11
04/15/11	04/19/11	05/02/10	05/06/11	05/10/11	05/23/11	06/01/11	06/22/11
					06/06/11	06/15/11	07/13/11
05/13/11	05/17/11	05/31/11	06/03/11	06/07/11	06/20/11	07/06/11	07/27/11
					07/11/11	07/20/11	08/10/11
06/17/11	06/21/11	07/05/11	07/08/11	07/12/11	07/25/11	08/03/11	08/24/11
					08/08/11	08/17/11	09/14/11
07/15/11	07/19/11	08/01/11	08/05/11	08/09/11	08/22/11	09/07/11	09/28/11
					09/12/11	09/21/11	10/12/11
08/19/11	08/23/11	09/06/11	09/09/11	09/13/11	09/26/11	10/05/11	10/26/11
					10/10/11	10/19/11	11/09/11
09/16/11	09/20/11	10/03/11	10/07/11	10/11/11	10/24/11	11/02/11	11/23/11
					11/07/11	11/16/11	12/14/11
10/14/11	10/18/11	10/31/11	11/04/11	11/08/11	11/21/11	12/07/11	12/28/11
					12/12/11	12/21/11	01/11/12
11/18/11	11/22/11	12/05/11	12/09/11	12/13/11	12/27/11	01/04/12	01/25/12
					01/09/12	01/18/12	02/08/12
12/16/11	12/20/11	01/03/12	01/06/12	01/10/12	01/23/12	02/01/12	02/22/12
					02/06/12	02/15/12	03/07/12

MEETINGS ARE HELD IN THE IN COUNCIL CHAMBERS, FIRST FLOOR, CITY HALL
 SUBMISSION & MEETING DATES MAY BE CHANGED DUE TO HOLIDAY
 ALL DATES & TIMES ARE SUBJECT TO CHANGE

CERTIFICATE OF APPROPRIATENESS (COA)
APPLICATION

**Historic Preservation Commission
City of Davenport, Iowa**

Please provide the following information: (Please type or print)

Property Address: _____

	Owner	Petitioner (If not Owner)
Name	_____	_____
Address (Including Zip)	_____	_____
Daytime Phone	_____	_____
Evening Phone	_____	_____

(If applicant is different from owner please provide a letter signed by the owner stating his/her support for the petition)

Individual – (name of landmark) _____

District Hamburg Annie Wittenmyer

The Applicant shall submit the following information:

- A work write-up giving a complete description of the exterior work to be performed, (use enclosed pages to describe work, attach drawings or product information to illustrate changes)
- One set of 4” by 6” photographs showing all building elevations. Also photographs of detailed areas where work is to be performed.
- Historic plans, elevations or photographs if the request is to return a structure to an earlier historic appearance.
- For new construction, in either the form of additions or a new structure constructed on site, a dimensioned site plan, architectural plans, and elevations are required. At a minimum, the material submitted by the petitioner must be sufficient for the commission to clearly understand the work to be performed. (Petitioners may also find that plans, by clearly showing what work is to be performed may result in lower bids and are also useful should there be a dispute between the home owner and the contractor as to the work that was included in the contract).

ONLY WORK DESCRIBED IN THIS APPLICATION MAY BE APPROVED BY THE COMMISSION

PLEASE NOTE: *The Commission may require additional information. The Commission may table the COA until its next meeting, if it feels there is insufficient information to make a good judgment on the proposed COA. Please check with staff prior to completing the application for a copy of the rehabilitation guidelines (if applicable). Also, proposed product samples (i.e., roofing material, siding, windows, paint colors, brackets, balusters, product information and brochures) would greatly assist the commission when considering the application. Consider what would be useful in conveying what you wish to do. If a porch is to be constructed, for example, and the intent is to build something seen on another structure or in a magazine a photograph of that porch or the picture from that magazine would be useful.*

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION

PLEASE NOTE: The applicant hereby acknowledges and understands the following requirements:

- (1) No Application for a Certificate of Appropriateness will be presented to the Historic Preservation Commission for review until the applicant has submitted all requested information to the Commission Secretary.
- (2) If the owner(s) of record does not intend to appear in person before the Historic Preservation Commission, the owner(s) must submit a letter to the Commission Secretary authorizing an agent to apply for the Certificate of Appropriateness for the proposed rehabilitation prior to the public meeting scheduled to consider said application.
- (3) The applicant is hereby advised and agrees that no work affecting the exterior of the structure and requiring a City permit, may proceed until the Historic Preservation Commission has issued a Certificate of Appropriateness approving said work.
- (4) All applications for Certificates of Appropriateness shall be reviewed using the criteria listed in Subsections 17.23.080 of the 1995 Municipal Code of the City of Davenport, Iowa.
- (5) The Historic Preservation Commission approval does not relieve the applicant from applying for and receiving all appropriate City permits. The applicant must contact the City's Office of Construction Code Enforcement located in the Public Work Facility at East 46th Street and Tremont Avenue (1200 Tremont) to apply for all necessary permits prior to the commencement of said work.
- (6) If the Historic Preservation Commission denies the Application for a Certificate of Appropriateness, the applicant may file a written appeal with the City Clerk within 30 calendar days to bring the issue before the City Council. The appeal fee is \$75.00. (Please see Subsections 17.23.080 G. and H.)
- (7) In the event work has been completed without the required Certificate of Appropriateness, the applicant and persons performing such work shall be charged with a misdemeanor or municipal infraction. Every day each said violation shall continue to exist shall constitute a separate violation. (Please see Section 17.23.130)
- (8) Signing this form grants city staff and members of the Historic Preservation Commission permission to access the yard for which the certificate of appropriateness is sought.

Owner(s) of Record or Authorized Agent

Date

Received by: _____
Commission Secretary or Designee

Date

Date of Historic Preservation Commission Public Meeting: _____

All Historic Preservation Commission Public Meetings are held in the City Council Chambers at City Hall on the 2nd Tuesday of every month at 5:00 p.m. unless otherwise notified.

Please return the completed application to the:

Historic Preservation Commission
Community & Economic Development Department
226 W. 4th Street
Davenport, Iowa 52801

Direct your questions to the Commission Secretary at 326-7766 or 326-7740.
Fax (563) 328-6714.

To be filled out by the Applicant

Separately describe each job to be performed on the exterior of the structure and/or property. (Use additional sheets as necessary)

1a. What is being done? 1b. What materials are being used? 1c. What changes in appearance will there be?

2a. What is being done? 2b. What materials are being used? 2c. What changes in appearance will there be?

Attach drawings or product information to illustrate above changes

To be filled out by the Applicant

3a. What is being done? 3b. What materials are being used? 3c. What changes in appearance will there be?

4a. What is being done? 4b. What materials are being used? 4c. What changes in appearance will there be?

Attach drawings or product information to illustrate above changes

To be filled out by the Applicant

5a. What is being done? 5b. What materials are being used? 5c. What changes in appearance will there be?

6a. What is being done? 6b. What materials are being used? 6c. What changes in appearance will there be?

Attach drawings or product information to illustrate above changes

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs.

The Standards (**36 CFR Part 67**) apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

Rehabilitation projects must meet the following Standards, as interpreted by the National Park Service, to qualify as "certified rehabilitations" eligible for the 20% rehabilitation tax credit.

The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.