



What is a Certificate of Appropriateness?

Congratulations! You are the proud owner of a City of Stoughton Local Landmark building. This means your building is significant to the architectural and/or social history of the city.

If you have picked up this information sheet, it probably means you are planning a repair project. Proper maintenance and repair of landmark buildings is the best way to protect them for future generations to appreciate. Your building is important and, as such, deserves appropriate care and maintenance. The Landmarks Commission is committed to assisting you in making exterior repair, restoration or maintenance decisions that will preserve the special character of your building.

The process is easy and the Commission is dedicated to providing you with a timely design review. Read on to find out more.

What is a Certificate of Appropriateness (COA)?

A COA is a document that describes exterior repair or alteration to a landmark property or interior repair or alteration that affects an exterior feature. When approved by the Landmarks Commission, it certifies that the proposed work is appropriate for a landmark building. To obtain a COA, the Landmarks Commission must review the design and approve your proposed project. The COA process is sometimes referred to as Design Review.

Do I need a COA?

Only owners of local landmarks need a COA. Only exterior work that necessitates a building permit requires a COA. A building permit cannot be issued until you have an approved COA. **Plan ahead!** For more information about Local Landmarks see the information sheet, *Is my Property a Local Landmark?*

What types of projects require a COA?

Only exterior projects require review by the Stoughton Landmarks Commission. Generally speaking, if you are working on an exterior feature of the building, it requires review. Projects that the Commission reviews include, but are not limited to:

- Alterations or additions to the building
- Exterior siding repair /replacement
- Foundation repair /replacement
- Roof repair or replacement
- Exterior signage
- Brick repointing, repair or replacement
- Exterior wood repair/replacement of decorative features
- Porch repair or replacement
- Window and door repair or replacement

Does the Landmarks Commission regulate paint color?

No.

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What is the COA process?

The process is easy. Come to the Planning Department at City Hall with a description of your proposed project. This is an opportunity to discuss your project with Planning Staff and have any questions answered. Planning Staff will give you a Certificate of Appropriateness application form. Complete the form in its entirety including a detailed description of the project and proposed work and submit it along with pictures, spec sheets, and drawings to the Zoning Administrator. To be scheduled for the Landmarks Commission to review your proposed project you must submit your application two (2) weeks prior to the meeting. ***The process is easy but you should plan ahead to ensure your project is reviewed as quickly as possible.***

Do I need to attend the Commission meeting?

The Landmarks Commission requires that you or your representative attend so that Commission members have an opportunity to ask questions about your project. Not attending will delay your approval and permit. Meetings are held at City Hall once a month.

What criteria does the Landmarks Commission use to review my project?

The Commission reviews proposed projects in accordance with the Landmarks Ordinance. Review criteria are based on the City of Stoughton Design Guidelines.

Where can I find the Design Guidelines?

The Design Guidelines are available online: <http://www.stoughtonlandmarks.com/index.html>
Residential Guidelines: http://www.stoughtonlandmarks.com/html/design_guidelines.html
Commercial Guidelines: http://www.stoughtonlandmarks.com/html/downtown_guidelines.html.
Copies of the Design Guidelines can also be obtained from the Planning Department at City Hall.

Who can I contact with questions?

Contact the City of Stoughton Planning Department with any questions you may have. The Landmarks Commission works closely with Planning Staff to make sure your questions are answered.
Department of Planning & Development, 381 East Main Street, Stoughton, WI 53589
Mike Stacey, Zoning Administrator (608) 646-0421.

Thank you for taking care of your Stoughton Landmark. The Stoughton Landmarks Commission looks forward to working with you to preserve our shared heritage for future generations to appreciate.

Please keep in mind:

- Incomplete COA applications will not be scheduled for Commission review. ***Please be sure you have submitted all of the requested information to avoid delay in the review of your proposed project.***

- By City of Stoughton Ordinance, the Commission has 60 days to review your project. The Commission is committed to providing timely review and our goal is to never make you wait that long. Submit your completed COA application two weeks in advance of the monthly meeting and your proposed project will be reviewed at ***that next meeting.***