Ripon Historic Preservation Commission
Certificate Of Appropriateness Application

Applicant Information

Applicant Name: _____ Date: _____

Property Address: _____

Property Owner (if differs from Applicant): _____

Phone: _____ Email:_____

Project Information

Contractor Name: _____

Phone: _____ Email:_____

Designer / Architect: _____

Phone: _____ Email:_____

Project Type:

☐ New Construction ☐ Additions ☐ Demolitions ☐ Exterior Alterations
☐ Rehabilitation ☐ Reconstruction ☐ Restorations ☐ Public Improvements
☐ Historical Downtown District Project ☐ Signage ☐ Other: _____

Project Description:
Please describe the project in detail, including historical significance, distinguishing features, design plans, materials, and other necessary project information that allows the Historic Preservation Commission to make a recommendation on this application. Please attach additional information if necessary.

_____

_____

_____

_____

_____

_____

_____

Project Documentation:
Please provide the following information if they are applicable to your project.

☐ Site Plan
☐ Building Elevations (Existing and Proposed) and Renderings

☐ Photographs of Existing Conditions
☐ Material Samples
☐ Applicant to submit plan sets (electronically)

Historic Downtown Ripon Design Manual:
Projects located within the Historic Downtown District are required to review the design manual. This design manual is NOT a set of standards or requirements for buildings in Downtown Ripon. It is not a formula or specific solution. The purpose is to present and illustrate flexible design concepts and guidelines, to assist owners and contractors of new construction, renovation, or historic preservation projects in Downtown Ripon. The design manual can be reviewed at: https://riponmainst.com/pdf/DowntownRiponDesignManual.pdf

The Historic Preservation Committee meets the 1st Wednesday of each month @ 6:30 p.m. unless otherwise noted. The applicant or a representative is encouraged to attend this meeting to present the information and clarify any application information.

By signing below, the applicant confirms that all application information is true and complete to the best of their knowledge.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____

Building Inspector Review
Application Compliance:
- City Building Codes and Ordinances: ☐ Yes ☐ No
  Noted Codes:
- Historic Downtown Ripon Design Manual: ☐ Yes ☐ No
  Notes:

Staff Recommendation
_____ Approve _____ Deny _____ Approve with Conditions:_____

Historic Preservation Commission:
_____ Approve _____ Deny _____ Approve with Conditions:_____
Reason for Denial: _____
Forwarded to Common Council on: _____

Final Determination:
_____ Approve _____ Deny _____ Approve with Conditions:_____
Reason for Denial: _____