

City of Shullsburg

Historic Preservation Commission

INFORMATION ABOUT CERTIFICATE OF APPROPRIATENESS APPLICATION

Your application for a Certificate of Appropriateness will be reviewed by the Shullsburg City Historic Preservation Commission. In order to properly review your application we will need sufficient information from you to do so.

How to Apply for Certificate of Appropriateness

Please complete the application. Also, please submit any plans required by the City Zoning Administrator showing conformance with the code along with your application for a Certificate of Appropriateness.

A current facade photograph of your building is required with your application. The Commission also needs to receive photographs of the specific area the application will address. If you have historic photos they would be helpful. In addition, brochures and other printed material showing types of doors, windows and fencing are important in the evaluation process. These items are generally available from suppliers and manufacturers of these products. Samples of siding and roof material *are* also needed. Finally, color charts *indicating* proposed colors or color schemes are necessary. The Historic Preservation Commission may be able to assist you in the area of historical design and color planning.

Completed Applications and all related materials or proposals must be submitted to Historic Preservation Commission or City of Shullsburg clerk, at least two (2) weeks before the scheduled meetings. Application submissions, which miss the deadline, will be heard at the next schedule meeting.

Direct completed Applications and questions M-F 9am-5pm to:

Marsha Einsweiler, City Clerk/Treasurer

190 North Judgement Street
Shullsburg WI, 53586
TEL: 609-965-4424, ext. 221

Historic Preservation Commission Meeting

Applicants will be scheduled accordingly after the submission of the applications/proposals. You are normally required to attend the meeting to present your proposal. You may also send a representative such as a contractor or attorney with written authorization. All permits issued are valid for one year only.

Technical Assistance Available

The City of Shullsburg Historic Preservation Commission may provide technical assistance to property owners in our Historic Districts regarding the exterior rehabilitation or restoration of their properties.