

**CERTIFICATE OF APPROPRIATENESS**  
**APPLICATION FORM FOR PROPERTIES IN THE**  
**THIENSVILLE HISTORIC DISTRICT**

**Applicant:** \_\_\_\_\_

Name of Business: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

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

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

Contact Phone Number: \_\_\_\_\_

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**Description of Project:** \_\_\_\_\_

Material, color and impact on existing feature: (INCLUDE COLOR SAMPLES) and photos or sketches and include specifications.

\_\_\_\_\_  
\_\_\_\_\_

**Proposed Sign(s):** Wall \_\_\_ Monument/Ground \_\_\_ Pole \_\_\_ Projecting \_\_\_ Marquee, Awning or Canopy \_\_\_

Sandwich Board \_\_\_ Directional Sign \_\_\_ **(Please attach 9 copies of colored sign for HPC including size dimensions, material, and placement of sign)**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_



Thiensville Historic Preservation Commission: Project Approved \_\_\_\_\_ Project Not Approved \_\_\_\_\_

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

(Comments/Stipulations from HPC): \_\_\_\_\_

\_\_\_\_\_

# CERTIFICATE OF APPROPRIATENESS

## Application Instructions:

To receive a Certificate of Appropriateness from the Thiensville Historic Preservation Commission, it is necessary for the applicant to complete the enclosed application form and return it with a copy of the plans, drawings, specifications and, if necessary, supplemental materials. This application is to be filed with Village Administrator at least ten (10) days before the meeting of the Commission at which the application is to be reviewed. In general, documentation submitted with the application is non-returnable, with the exception of historic photographs, etchings, lithographs, original blueprints and drawings, or other special materials.

1. **Name of Property**  
Provide the name given to the property when it was designated if you know it. Give the full address of the property including zip code. If located in a local historic district, give the name by which the district was designated.
2. **Name and mailing address of owner**  
Provide the name, address, and telephone number of the owner. If there are multiple owners of real interest, include all parties using a separate sheet of paper if necessary. Provide the name, address, and telephone number of the applicant if different from the owner.
3. **Attachments**  
Provide a copy of the plans, renderings, drawings, and written specifications of the alteration. To supplement your application, you may also wish to submit photographs, slides, material samples, site plans, sketches, historical documentation, or anything else that will illustrate to the Commission and staff the effect of the proposed change.
4. **Description of project**  
Complete a separate item for each type of exterior architectural feature affected, such as windows, roofs, porches, cornices, or masonry. Briefly describe the feature or materials and give the approximate date that it was constructed if known. Describe in detail the proposed work and how it will impact the existing feature. Use as many items as necessary to cover all aspects of the project. If more space is needed, continue on a separate page. Reference work items to accompanying drawings or photographs.
5. **Signature of applicant**

All applications must be signed and dated.

If you have questions or need assistance in completing this form, please telephone the Historic Preservation Commission staff at Thiensville Municipal Center 242 2300

## GUIDELINES FOR CERTIFICATE OF APPROPRIATENESS

In requesting a Certificate please provide the following information:

Exterior painting – Color selection with samples of colors and list items to be painted

Repairs and Maintenance – Detail of items to be repaired and materials to be used. If possible, include samples of materials to be used.

Replacement of windows, doors, siding etc. – Detail of items to be replaced and type of materials to be used

Roofs – Type of roofing material and color pattern

Exterior grounds – Detail regarding changes to historic structures, major landscaping and patio construction

Signs – Type of sign, dimensions, text and color. If sign is to be illuminated, provide lighting details.

The Historic Preservation operates under the following guidelines:

Thiensville Historic Preservation Ordinance Chapter 42

Guidelines for Rehabilitating Historic Buildings, Secretary of the Interior

Thiensville Historic Preservation Commission established guidelines

Village of Thiensville:

1. Municipal Code
2. Zoning Code
3. 1990-2010 Master Plan & Architectural Guidelines
4. Town Center Guidelines

## *HISTORIC PRESERVATION GUIDELINES*

The purpose of this section is to provide for and regulate the design, location and safe construction of signs in a manner to insure that all signs are appropriate in size and design and enhance the natural beauty and unique characteristics of the Village of Thiensville Historic Preservation District.

Because of the many different setbacks and building locations within the district, signs may require appropriate design for their particular location.

Suggested sign design:

- A. Physical shape of sign boards are encouraged to be scalloped, scrolled, oval, and round rather than square corners.
  
- B. Ground signs - two posts  
Posts to be topped with detailing or finials. Posts not to exceed 6' (feet) above grade level. Outside distance of post not to exceed 48" (inches). Sign boards not to exceed 5'9" above grade level. Sign boards can vary in size. Average size is about 40" width and 30" in height.

11/4/09