

WHEN IS A CERTIFICATE OF APPROPRIATENESS REQUIRED

It is required when any architectural exterior alterations (any change in material, style or appearance) are made to designated structures or those located in a local historic district. Design guidelines and staff consultation are available at the Belvidere Community Development Department (815 547-7177).

WHEN IS A CERTIFICATE OF APPROPRIATENESS NOT REQUIRED

- Change in exterior paint scheme or colors;
- Installation of storm doors, storm windows or screens;
- Installation of window air conditioners;
- Installation of radio or television antennae;
- Ordinary repair and maintenance of existing exterior architectural features which is not a change in materials and which does not change the basic structural appearance of same.

PLANNING STAFF IS AUTHORIZED TO ISSUE CERTIFICATES FOR THE FOLLOWING ALTERATIONS:

- Construction and repair of fences;
- Roof and gutter replacement, but only with like materials;
- Driveway and sidewalk replacement;
- Tuck-point for brickwork;
- Change in garage doors to any style that is visually compatible with the existing architectural style; and,
- Any replacement of materials with like materials.

THE PROCESS

Certificates are reviewed for approval or disapproval by the Historic Preservation Commission at monthly meetings. Required building permits may be obtained after certificate approval.

- Obtain an application for a Certificate of Appropriateness from the Belvidere Planning Department.
- Review the Design Guidelines and seek assistance to provide appropriate design solutions.
- File Application with the Belvidere Planning Department by the third Tuesday of each month for review at the monthly meeting (fourth Tuesday). Along with the application, provide supporting documentation such as pictures, site plan, sample material, brochures.
- The Commission reviews the application at their monthly meeting and if approved, issues a Certificate so that a building permit can be issued and construction can begin. It is requested that a representative be present at the meeting or the application may be tabled until the next meeting.
- If the original application is deemed inappropriate, city staff and the Commission will work with the applicant to reach a solution so that the Certificate may be issued.

WHY REVIEW?

The Commission was formed by the City Council as a means of:

- Providing a mechanism to identify and preserve the historic and architectural characteristics of the city that represent the city's cultural, social, economic, political and architectural history.
- Promoting civic pride in the beauty and noble accomplishments of the past as represented in the city's landmarks and historic districts.
- Stabilizing and improving the economic vitality and value of the city's landmarks and historic areas.
- Protecting and enhancing the attractiveness of the city to homebuyers, visitors and shoppers, thereby supporting business, commerce and industry, and providing economic benefit to the city.
- Fostering and encouraging preservation and restoration of structures, areas and neighborhoods, and thereby preventing future urban blight.

WHAT ARE THE RESPONSIBILITIES OF THE HISTORIC PRESERVATION COMMISSION?

The Commission was established to advise and make recommendations to the City Council on issues regarding historic properties. Seven members are appointed by the Mayor with the consent of the Council for three year terms.

WHAT IS A CERTIFICATE OF APPROPRIATENESS?

A Certificate of Appropriateness is issued by the Belvidere Historic Preservation Commission indicating approval of plans for alteration, construction or demolition of a Landmark or property within the Historic District.

WHAT IS A HISTORIC PROPERTY?

The West Hurlbut Avenue Historic District was created after a request by a majority of the residents in the District. An Ordinance was then signed by City Council approving the creation. Because of the special status of the structures within the district, a Certificate of Appropriateness is required before any architectural changes are made to structures located in the District.

Other structures located throughout Belvidere have been listed individually. As the owner of any structure designed as historically significant, it is their responsibility to be aware of preservation guidelines and requirements for a Certificate of Appropriateness.

WHO BENEFITS?

- **PROPERTY OWNERS**

Property owners can be confident that their quality renovations or new construction will not be negated by poorly designed work on an adjacent property.

- **CONTRACTORS AND DESIGNERS**

Contractors and designers can review the Design Guidelines to design and implement appropriate and historically sensitive building renovations for clients in Districts or with Landmarks.

- **DEVELOPERS AND REALTORS**

Developers and Realtors can select buildings in the District or Landmarks for renovation or sale knowing that their clients have some protection for inappropriate developments that are detrimental to overall property values.

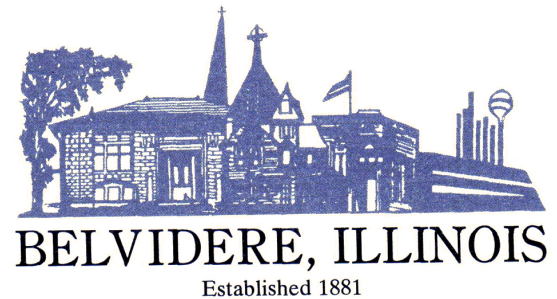
- **BELVIDERE CITIZENS**

Residents can admire and take pride in the distinctive and attractive appearance of Belvidere's Historic District and Landmarks. Our citizens will then want to walk the streets, shop in the stores, live in the homes and be proud to call Belvidere their home.

**Belvidere Community Development Dept.
401 Whitney Boulevard Suite 300
Belvidere, IL 61008
815 547-7177**

CERTIFICATE OF APPROPRIATENESS

APPLICATION PROCESS



If you plan to build, demolish or alter the exterior of a structure within the West Hurlbut Avenue Historic District or any other structure designated a Local Landmark, then you must have your plans approved by the Belvidere Historic Preservation Commission prior to obtaining building permits or making any changes.