



## Historic Preservation Commission Certificate of Appropriateness (COA) Approval Form

All work on properties designated as historic landmarks or that are located within a Historic District requires an approved Certificate of Appropriateness (COA). All COAs require review and approval by the Historic Preservation Commission (HPC). More information on the approval process, meeting dates, submittal deadlines, and the Design Guidelines may be found at: [www.cityofedwardsville.com/HPC](http://www.cityofedwardsville.com/HPC).

Applications may be submitted electronically (send to: [hpc@cityofedwardsville.com](mailto:hpc@cityofedwardsville.com)) or in-person at the Department of Public Works, 200 E. Park Street, Edwardsville IL, during hours of operation.

The Historic Preservation Commission meets the second Wednesday of each month at 7:00 p.m. in City Hall (118 Hillsboro Ave). ALL APPLICANTS AND/OR CONTRACTORS **MUST** attend the Historic Preservation Meeting and present their project. Be prepared to describe the full project scope in detail.

For all projects, complete the information below. Supplemental information described below is required to be submitted with your application. If your project involves windows, doors, or siding, use the appropriate worksheet to provide additional details. Incomplete applications and lack of attendance at the meeting may result in your application being denied or held until the required information is provided.

- Site Plan** – required for additions, new construction, fences, patios, accessory structures, decks, retaining walls, porches, freestanding signs, etc.
- Detailed Drawing (including measurements and dimensions)** - required for signs, decks, porches (e.g. stairs, railings), and retaining walls. Drawings will be required to show both architectural elevations, as well as site design or layout. Photos of comparable projects are welcome, but are not a substitute for drawings.
- Elevation Drawings** – required for room additions, new construction (primary and accessory structure), chimneys, decks, stairs, porches, downspouts, retaining wall, signs
- Manufacturer Specifications/Cut Sheets** – required for windows, doors, screen/storm windows, screen/storm doors, solar panels, siding or other exterior finishes, exterior, garage doors, trim. Specifications must include details of materials, dimensions, and other physical properties. A price quote is not a substitution for specifications.
- Clear Photographs of the building and/or site** – required for all projects

**Authorization Signature:** \_\_\_\_\_

**Approved**  **Denied**  **Date:** \_\_\_\_\_

1. Property Information

Address of property: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Is the property an Edwardsville Local Historic Landmark? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the property located within a Historic District? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Leclaire \_\_\_\_\_ St. Louis Street \_\_\_\_\_ Downtown \_\_\_\_\_

2. Ownership Information

Owner's Name: \_\_\_\_\_ Owner's Phone \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_



**Standards of Review** (Sec. 54-5). In considering your application, the Commission shall consider the following general standards, in addition to specific Design Guidelines.

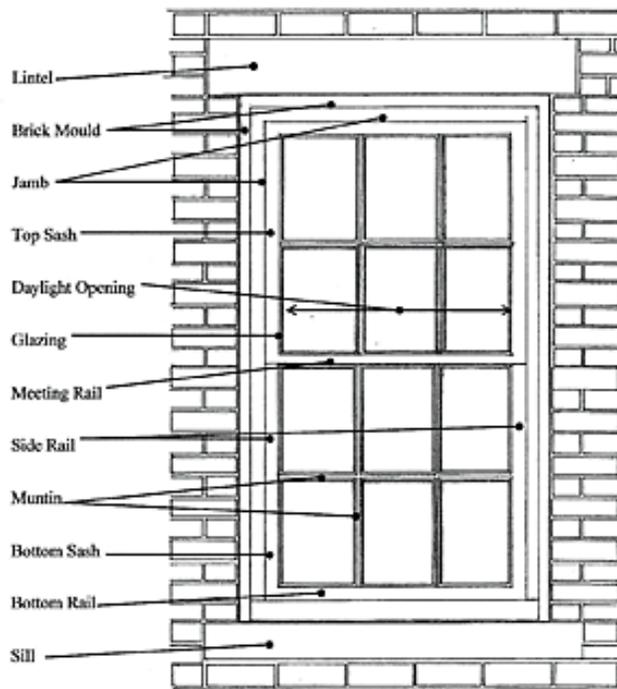
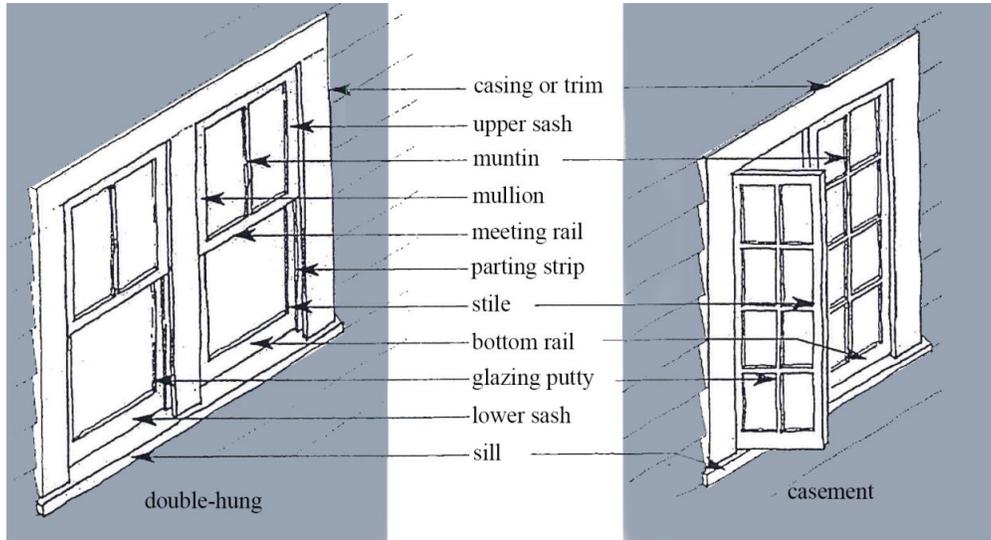
1. Height – Height shall be visually compatible with properties, structure, sites, public ways, objects, and places to which it is visibly related.
2. Proportion to front façade – The relationship of the width to height of the front elevation shall be visually compatible with properties, structures, sites, public ways, objects, and places to which the building is visually related.
3. Proportion of openings – The relationship of the width to height of windows and doors shall be visually compatible with properties, structures, sites, public ways, objects, and places to which the building is visually related.
4. Rhythm of solids to voids in front facades – The relationship of solids to voids in the front façade of a structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visually related.
5. Rhythm of spacing and structures on streets – The relationship of a structure or objects to the open space between it and adjoining structures or objects shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which it is visually related.
6. Rhythm of entrance porches, storefront recesses and other projections – The relationship of entrances and other projections to sidewalks shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which it is visually related.
7. Relationship of materials and texture – The relationship of the materials and texture of the façade shall be visually compatible with the predominant materials used in the structures to which it is visually related.
8. Roof Shapes – The roof shape of a structure shall be visually compatible with the structures to which it is visually related.
9. Walls of Continuity – Facades and property and site structures, such as masonry walls, fences, and landscape masses, shall, when it is characteristic of the area, form cohesive walls of enclosure along a street, to ensure visual compatibility with the properties, structures, sites, public ways, objects, and places to which such elements are visually related.
10. Scale of a Structure – The size and mass of structures in relation to open spaces, windows, door openings, porches, adjacent structures, and balconies, shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which they are visually related.
11. Directional expression of a front elevation – A structure shall be visibly compatible with the properties, structures, site, public ways, objects, and places to which it is visually related in its directional character, whether this be vertical character, horizontal character, or non-directional character.
12. The distinguishing original qualities or character of a property, structure, site or object and its environment shall not be destroyed. The alteration of any historic material or distinctive architectural features should be avoided when possible.
13. Preservation of natural resources – Every reasonable effort shall be made to protect and preserve archaeological and natural resources affected by, or adjacent to any project.
14. Compatibility – In considering new construction, the commission shall not impose a requirement for the use of a single architectural style or period, though it may impose a requirement for compatibility.

**Window and Door Worksheet**



**Did you know:** Windows are responsible for only minor energy loss. Only 10-12% of the total air infiltration is through windows the cold air is actually transferred through the roof, walls, and the sill. Instead of replacing historic windows, properly repaired windows can be just as energy efficient, while saving money and preserving historic detail.

Use the diagrams below to aid in your description of your existing and proposed windows. Provide as many details as possible.



WINDOW EXTERIOR

Complete the following table describing **EXISTING WINDOWS and/or DOORS**. Please refer to diagram on pages 2 and 3.

Window I.D.*	Window Type (check more than one if appropriate)	Window Material (sash, sill, jamb, etc.)	Exterior Window Sill Depth	Number of panes (divided lights)	Divided Light Grid Description	Window Location	Glass color and/or coating	Exterior frame and dimension
EXAMPLE A.	<input type="checkbox"/> Casement <input checked="" type="checkbox"/> Divided Light <input checked="" type="checkbox"/> Double Hung <input type="checkbox"/> Fixed <input type="checkbox"/> Single Hung <input type="checkbox"/> Slider	wood	4"	9 over 1	Top window divided in thirds	All windows on first floor	Clear	4" wide frame on all sides of window
A.	<input type="checkbox"/> Casement <input type="checkbox"/> Divided Light <input type="checkbox"/> Double Hung <input type="checkbox"/> Fixed <input type="checkbox"/> Single Hung <input type="checkbox"/> Slider							
B.	<input type="checkbox"/> Casement <input type="checkbox"/> Divided Light <input type="checkbox"/> Double Hung <input type="checkbox"/> Fixed <input type="checkbox"/> Single Hung <input type="checkbox"/> Slider							
C.	<input type="checkbox"/> Casement <input type="checkbox"/> Divided Light <input type="checkbox"/> Double Hung <input type="checkbox"/> Fixed <input type="checkbox"/> Single Hung <input type="checkbox"/> Slider							

\*Provide photos of windows with associated I.D.

Do any of your windows or doors have storm windows or storm doors? If so, please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Complete the following table describing **PROPOSED WINDOWS and/or DOORS**.

Window I.D.**	Window Type (check more than one if appropriate)	Window Material	Exterior Window Sill Depth	Number of Divided Lights	Divided Light Grid Description	Window Location	Glass color and/or coating	Exterior trim and dimension
EXAMPLE A.	<input type="checkbox"/> Casement <input type="checkbox"/> Divided Light <input checked="" type="checkbox"/> Double Hung <input type="checkbox"/> Fixed <input type="checkbox"/> Single Hung <input type="checkbox"/> Slider	Andersen Fiberx (white)	4"	9 over 1	Top window divided in thirds, grids on exterior of window	All windows on first floor	Low-e	4" trim on all sides
A.	<input type="checkbox"/> Casement <input type="checkbox"/> Divided Light <input type="checkbox"/> Double Hung <input type="checkbox"/> Fixed <input type="checkbox"/> Single Hung <input type="checkbox"/> Slider							
B.	<input type="checkbox"/> Casement <input type="checkbox"/> Divided Light <input type="checkbox"/> Double Hung <input type="checkbox"/> Fixed <input type="checkbox"/> Single Hung <input type="checkbox"/> Slider							
C.	<input type="checkbox"/> Casement <input type="checkbox"/> Divided Light <input type="checkbox"/> Double Hung <input type="checkbox"/> Fixed <input type="checkbox"/> Single Hung <input type="checkbox"/> Slider							

\*\* Provide technical specifications for all proposed windows (a sales brochure or price quote will not suffice)

**Siding Worksheet**

Complete the following table describing EXISTING and PROPOSED SIDING.

1. What material is your current siding made of? \_\_\_\_\_

2. Is this the original siding materials?  Yes  No  Unsure

If no, describe the original siding material and remove a small section to uncover the condition of the original siding material. Photos of the original siding materials must be provided.

\_\_\_\_\_

3. If your siding is wood, do you intend to scrape and re-paint?  Yes  No  N/A

4. What material will your new siding be made of? \_\_\_\_\_

a. If you intend to install vinyl siding, please list thickness: \_\_\_\_\_

b. What type of lap will your new siding have? \_\_\_\_\_

5. What is the exposure\* of the existing siding? \_\_\_\_\_

6. What is the exposure of the proposed siding? \_\_\_\_\_

\*The exposure of the siding shown in the image is 6".

7. Will the proposed siding have any texture? )?  Yes  No

If yes, please describe (e.g. wood grain texture).

\_\_\_\_\_

8. Describe existing trim used around windows, doors, and corners (include material and dimensions).

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

9. Describe proposed trim to be used around windows, doors, and corners (include material and dimensions).

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

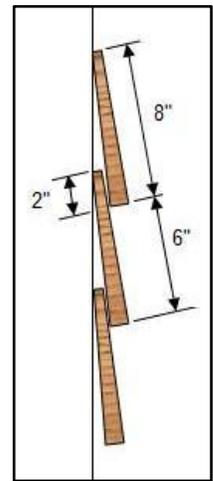
10. Are there any portions of the house that have an accent siding material (e.g. fish scales on an eave on the front of the house)?  Yes  No

If yes, please describe and provide photos.

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

If yes, describe how you propose to accent the same spaces with new siding.

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



**Siding and Exterior Features Policy**  
(p. 10 Residential Design Guidelines)

1. Whenever possible, reserve all significant historic architectural features of the exterior including siding, bays, balustrades, cornices, etc. Preserve all trim features, such as, friezes brackets, railings, surrounds, drip caps, etc.
2. Do not sandblast siding, trim, soffits and soft brick.
3. Do not high-pressure water blast siding, trim, soffits, and soft brick.
4. Where synthetic siding, trim, and/or soffits exist, it is recommended to remove it and repair the original historic siding under it, unless it is technical infeasible to do so.
5. Deteriorated siding materials original to the dwelling should be repaired or replaced with materials similar to those used in the original construction.
6. Substitute materials should be used only in instances where the original materials are not technically feasible.
7. No new trim or moldings may be added to historic exterior surfaces unless it can be shown that such trim would have been historically used for that type of building.
8. HPC does NOT ALLOW the following types of non-traditional siding materials:
  - a. Artificial stone
  - b. Artificial brick veneer
  - c. Asbestos or asphalt shingles
  - d. Aluminum
  - e. Vinyl – Dutch lap style
9. HPC DOES ALLOW cement fiberboard and vinyl siding, however, HPC recommends the use of cement fiberboard rather than vinyl siding whenever possible. Minimum vinyl thickness is 0.044”.