

Applying for a Certificate of Appropriateness

Certificate of Appropriateness

A Certificate of Appropriateness (CoA) is similar to a building permit and is required before beginning exterior work on a Wilmette Local Landmark. A CoA is issued by the Historic Preservation Commission (HPC) indicating that the proposed change has been reviewed and approved. Once the CoA has been obtained, the applicant can apply for a building permit. In cases where a building permit is not required, it is still necessary to acquire a CoA before beginning the project. There is no fee to apply for or obtain a CoA.

HPC Review

The Historic Preservation Commission meets on an as needed basis. The HPC reviews CoA applications for:

- Additions
- Alterations, removals or exterior repairs
- Relocation of local landmarks

Staff Review

The Village's historic preservation planner serves as the staff liaison to the HPC and makes recommendations to the HPC based on the preservation ordinances and standards of review. In some cases, the preservation planner may issue a CoA for the following items:

- In kind repairs, maintenance, and replacement of existing features and architectural details
- Landscaping, driveways, and sidewalks
- Removal of non-historic materials

Changes to the CoA

The CoA is valid only for the project as it was approved by the HPC. Any changes to the plans as they were approved must be reviewed by the HPC. Village staff should be notified before changes are made.

Certificate of Economic Hardship

The HPC shall only recommend an application for a Certificate of Economic Hardship upon a determination that the negative recommendation of the Certificate of Appropriateness has resulted in the denial of all reasonable use of and return from the property.

Stop Work Order

If a project that requires a CoA has been initiated without prior approval or fails to comply with any part of the CoA that has been issued by the HPC, a stop work order may be issued to the property owner.