

Village of Mount Horeb
Building & Zoning Department
138 E Main Street
Mount Horeb, WI 53572
Phone (608) 437-6884 / Fax (608) 437-3190
mhbuildinginspector@mounthorebwi.info
www.mounthorebwi.info

CERTIFICATE OF APPROPRIATENESS

APPLICATION & INSTRUCTIONS *(no fee)*

Parcel ID Number# _____

Address of Property: _____

Property Owner:

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime telephone number: (____) _____

Email: _____

Applicant (if different from owner): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime telephone number: (____) _____

Email: _____

Description of Project

A. Describe proposed work, materials to be used, and impact on existing feature:

B. List any attachments (photos, sketches, floor plans, etc.):

Signature of applicant: _____ Date: _____

Return to: Zoning Administrator, 138 E. Main Street, Mount Horeb WI 53572

PLAN COMMISSION REVIEW

Date of Review _____ Application: Approved: _____ Denied: _____

Specific conditions of approval: _____

Instructions:

To receive approval for renovations in the Central Business District (CB) and designated or historic structure sites and districts, 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 the Zoning Administrator at least seven (7) days before the meeting of the Plan 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. Any alterations to designated historic structures or structures within a designated site shall comply fully with Chapter 17.17 of the Mount Horeb Municipal Code. Any alterations to structures within the CB Zoning District shall comply with Chapter 17.43 of the Mount Horeb Municipal Code.

1. 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.

2. 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.

3. 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.

4. SIGNATURE OF APPLICANT

All applications must be signed and dated.

If you have any questions or need assistance in completing this form, please contact the Village Administrator at (608) 437-6884.