

A Certificate of Appropriateness is required for projects that would alter the exterior appearance of a property locally designated as a historic structure, historic site or structure within a historic district. This includes alterations, additions, demolitions, or relocations.

Historic Preservation Commission Contact:

Scott Christie, Commission Chair

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Process:

An Application for Certificate of Appropriateness shall be completed in full and filed with the Community and Economic Development Department. No fee shall be paid when applying for a Certificate of Appropriateness unless it is necessary to hold a special meeting of the Historic Preservation Commission to act on said application and, in this event, a \$25.00 filing fee shall be paid to the City of Waupaca by the owner/applicant and shall accompany the Application.

The Historic Preservation Commission meets the 4th Monday of the month at 5:15 in the Council Chambers at City Hall (lower level). The deadline for an application to be placed on a Historic Preservation Commission Meeting Agenda is 2 weeks prior to the meeting. Please note that instances do arise where a meeting may need to be rescheduled or canceled.

Meeting materials will be distributed the Friday before the meeting. The applicant will be sent an agenda for the meeting at which their application will be heard. Copies will also be available at the front office upon request or on the City's Website.

The Historic Preservation Commission will either approve or deny the Certificate of Appropriateness. The project will only be allowed to move forward once a Certificate of Appropriateness is approved.

If approved, the Certificate of Appropriateness will need to be submitted with the grant application. The City will provide the applicant with a completed HISTORIC PRESERVATION COMMISSION RECOMMENDATIONS (page 2 of Application for Certificate of Appropriateness) for official documentation of the Commission's action. A copy of this will be provided to the applicant for their records.

If the Historic Preservation Commission approves the project, the applicant shall obtain appropriate building, zoning and public works permit prior to commencement of work.

Resources:

Additional details on Historic Preservation requirements for the City of Waupaca can be found by following this [link](#) to Chapter 17.320 Historic Preservation in the City's General Code of Ordinances.

A full list of Historic Properties in Waupaca can be found by following this [link](#). A list of all 24 properties can be found in red under the "Historic Properties in Waupaca" heading.

Please contact Scott Christie or the Community and Economic Development Department with any questions.