



Rockford Historic Preservation Commission  
425 East State Street  
Rockford, Illinois 61104  
779-348-7445

**Instructions for Completing an Application for a Certificate of Appropriateness**

Whenever you want to change the exterior of a landmark or of a property within a local historic district, you need to first obtain a Certificate of Appropriateness from the Rockford Historic Preservation Commission if what is being changed is visible from a public right-of-way. (In addition to streets, public alleys, the downtown mall and the Rock River are considered rights-of-way.) New construction, additions, and demolition also require a Certificate. You do not, however, need a Certificate for ordinary maintenance that does not result in a change in material or appearance of whatever's being maintained.

Please remember that the role of the Commission is to decide if the **design** of something is appropriate. That means that they have to know what the property looks like before you start, what your project will look like when it's done, and what materials you plan to use. Therefore, your application should include enough detail for them to have a clear understanding of what it is you want to do and how it will look when you're finished. If information is incomplete and/or if you or someone who can represent you does not attend the meeting at which your application is reviewed, a decision on your application may be delayed for a month until the next regular meeting.

The information needed for various types of applications is listed on the following page. Please check this to make sure you have included all that is needed for your particular application. If you have any questions about what's needed, don't hesitate to call the Commission Secretary at 779-348-7445.

**The Rockford Historic Preservation Commission holds its regular meetings on the second Tuesday of each month at 5:30 PM in Conference Room B on the second floor of Rockford City Hall, 425 East State Street. [Meeting dates are changed from time to time when there is a Monday holiday so be sure to check prior to.]**

**Applications must be submitted to the Commission at least one week before the meeting in order to be placed on the agenda.**

**Information submitted with the application will be retained in the Commission's permanent file.**

**A Certificate of Appropriateness is not a substitute for a building permit or zoning clearance. You still must obtain all the usual permits and clearances after you obtain your Certificate of Appropriateness.**

**Return the application form to the address above by 5:00 PM one week prior to the scheduled meeting date.**

## **Information To Be Included With Applications**

### **All Applications**

1. Include a current photograph of the property so the Commission members will have a clear idea of what they are dealing with. If you have digital photos, you are encouraged to e-mail them to the Commission ([Rudy.Moreno@rockfordil.gov](mailto:Rudy.Moreno@rockfordil.gov)) so we can make color prints for each member.
2. If drawings are no larger than 11" x 17", you only need to submit one copy. However, if they are larger than this, submit 10 copies.

### **New construction (including garages), extensive renovations and additions**

1. Complete set of drawings and specifications showing exterior elements of the project. Drawings should be done to scale and should include a site plan.
2. Exterior material samples and color selections for those materials (such as siding or roof shingles). *NOTE:* If you are proposing to install either vinyl or aluminum siding on a house that was originally some other material, an additional form is required explaining why synthetic siding is needed.

### **Minor renovation or repair**

1. Drawings done to scale of any proposed modifications to the structure. Include dimensions of such things as doors and windows where applicable.
2. Exterior material samples.

### **Fences**

1. Drawings done to scale showing location of the proposed fence on the lot, and what the fence will look like. Brochures may be substituted for a drawing of the fence to show style.
2. Photos of the lot and/or building where the fence is to be built.

### **Signs**

1. Rendering of the proposed sign showing size, lettering style, type of support or standard, and lighting, if any.
2. Drawing and/or photograph showing sign size and its location on the building or site.
3. Samples of colors to be used.

### **Parking lots**

A scaled drawing showing the layout of the parking lot and landscaping. Drawing should clearly indicate setbacks and include a specific list of plant materials.

### **Demolition**

1. Photograph of the structure to be demolished.
2. Special form for proposed demolitions.