CERTIFICATE OF APPROPRIATENESS APPLICATION

PROPERTY OWNER	APPLICANT (IF DIFFERENT PARTY THAN OWNER)
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

PROPERTY INFORMATION
Describe the Proposed Project in Detail:
Property Parcel (#):
Site Address/Location:

Owner/Agent Signature:

CERTIFICATE OF APPROPRIATENESS REVIEW PROCEDURE

The certificate of appropriateness review process is required for all facade alterations to buildings located in Kaukauna's Commercial Core District (CCD). To check the zoning of your property, please locate it on the City of Kaukauna Zoning Map. More information on requirements be found in the City of Kaukauna Design Guide. Completed certificate of appropriateness applications must be submitted **14 business days prior** to the intended Redevelopment Authority (RACK) meeting.

CERTIFICATE OF APPROPRIATNESS CHECKLIST

- ✓ Completed certificate of appropriateness application, to include:
  - Color and materials to be used in facade upgrade (sample preferred)
  - Renderings, elevations, and/or drawings
  - Any other plans or information deemed necessary by the Planning and Community Development Department

Please Note: Payment is **not** required for a certificate of appropriateness application. Additionally, the City of Kaukauna will **never** request payment for any application in the form of a wire transfer.

Please submit by email to planning@kaukauna.gov or by mail to:
City of Kaukauna
Attn: Planning and Community Development Department
144 W Second Street
Kaukauna, WI 54130