



**Certificate of Appropriateness Application (COA)  
Administrative Approval for *MINOR WORK* Only**

**Application Number (staff only)**

**IMPORTANT NOTE:** Minor work involves **no or minimal alteration** to the integrity of a structure in terms of design and/or materials (i.e. restoration, re-roofing in kind, fences, adding a new window to match existing, or replacement in kind of certain features when restoration is not feasible). **Administrative approval is not allowed** for special uses, zoning or fence variances, demolition, new construction or additions. For major work, one must apply for a certificate of appropriateness for review with the Preservation Commission. Ask staff for the **major** work application form if needed.

1) **ADDRESS: No. & Street Name of property:** **Zip:**  
 Seeking for zoning or fence variance or special use? Check  Yes \_\_\_; No \_\_\_ If **Yes**, stop here and read **IMPORTANT NOTE** above!

2) Is the property an Evanston Landmark? Check  Yes \_\_\_; No \_\_\_

3) Is the Property located within a historic district? Check  Yes \_\_\_; No \_\_\_ If yes: Lakeshore H.D. \_\_\_; Ridge H.D. \_\_\_  
 Northeast Evanston H.D. \_\_\_; Suburban Apartment Thematic Resources \_\_\_

4) Owner's name: \_\_\_\_\_ No. & Street: \_\_\_\_\_ City: \_\_\_\_\_  
 \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

5) Applicant/business name: \_\_\_\_\_ No. & Street: \_\_\_\_\_ City: \_\_\_\_\_  
 (If different from owner) \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

6) Architect's name: \_\_\_\_\_ No. & Street: \_\_\_\_\_ City: \_\_\_\_\_  
 (If different from applicant) \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

7) Contractor's name: \_\_\_\_\_ No. & Street: \_\_\_\_\_ City: \_\_\_\_\_  
 (If different from applicant) \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

8) Activity (for minor work only): Check  in the matrix below the proposed activity and **write** the requested information in box 9) below:

Activity (circle activity as needed)	Location			Proposed Work			Existing and Proposed		Dimensions		Visible from the public way	
	Front	Side	Rear	Restoration	Replacing in kind/ Restoration is not feasible	New installation	Material(s) Write in	Style/type Write in	Height Write in	Length Width Write in	Yes	No
Altering minimally main house or other structure												
Restoring main house or other structure												
Roof on house/garage/other												
Fence/gate/masonry wall												
Doors/storm doors												
Windows/storm windows												
Stairs/railing/landings/decks												
Land altering activity, i.e. walks, patios berming, excavating												
Sign/Awning												
Air conditioning unit(s)												

9) **DESCRIBE** briefly below the activity as checked in the matrix and **submit** as applicable: photos of existing conditions, site plan or plat of survey showing the location of the activity (i.e. stairs, fences/gates/masonry walls, signs, air conditioning units, land altering activity). Also, submit proposed plans, existing and proposed exterior elevations showing the design and materials of proposed fences/gates/masonry walls, windows or doors (when appropriate), all with dimensions and materials. Documentation should not exceed 11"x17" paper size.

Applicant's name: (print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit application to: Preservation Coordinator, City of Evanston, Community & Economic Development Department, Planning & Zoning Division, room 3900, Civic Center, 2100 Ridge Avenue, Evanston, Illinois 60201, Phone: 847-448-8687; Fax: 847-448-8120; email: [cruiz@cityofevanston.org](mailto:cruiz@cityofevanston.org).