



WASHINGTON AVENUE HISTORIC DISTRICT RULES AND REGULATIONS

Cedarburg's Washington Avenue Historic District has special restrictions and regulations for signage, additions/alterations, outdoor displays and the outdoor activity. The purpose of these regulations is to preserve the historic character of the District and protect the original architectural of Washington Avenue. The following are general guidelines and regulations to obtain permits in the Washington Avenue Historic.

Sign Plan Approval Process

All signs in the Historic District must be reviewed and approved by the Cedarburg Landmarks Commission prior to installation. The Landmarks Commission meets on the 2nd and 4th Thursday of each month. The following information must be submitted to the Engineering/Planning office at least two weeks before the schedule meeting:

1. Sign permit application including the name, address, email address and telephone number of the applicant; and signature of the property owner if different from the applicant.
2. Name of the person, firm or corporation constructing or erecting the sign.
3. A scaled drawing of the sign indicating the dimensions, material to be used, color scheme and illumination.
4. A color chip or sample of which will remain with the City.
5. A scaled site plan showing the location of property lines, existing buildings, proposed sign and photograph of existing building.
6. Evidence of insurance; if required in the Sign Code.
7. Payment of fee as set forth the Sign Code.

Site and Architectural Plan Approval Process

No permit to develop, construct, reconstruct, enlarge, or alter property in the HPD (Historic Preservation District) shall be issued until Landmarks Commission and Planning Commission have reviewed the application or petition and have recommended approval, approval with conditions or denial. The permit approval process consists of the following steps:

1. Submittal of a Landmarks Commission application including the name, address, email address, and telephone number of the applicant; and signature of the property owner if different from the applicant and ten (10) copies of preliminary plans for Landmarks Commission review and recommendation.
2. Applicant attends the Landmarks Commission meeting, which typically meets on 2nd and 4th Thursday of each month.
3. Submittal of a Plan Commission application including the name, address, email address, and telephone number of the applicant, and signature of the property owner if different from the applicant; fee and thirteen (13) additional copies of plans (updated if necessary) for Plan Commission review and approval.
4. The up-to-date plans (maximum size 11"x17") shall be submitted to the Planning Department by 4:30 p.m. on the Monday prior to the Plan Commission meeting.
5. Applicant attends Plan Commission meeting which typically meets the 1st Monday of each month.
6. The applicant then must submit a separate application to the Building Inspection Department for a building permit.