



**CERTIFICATE OF APPROPRIATENESS APPLICATION**

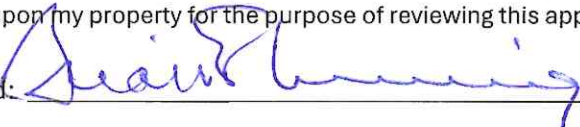
Date Received: \_\_\_\_\_

**The Landmarks Commission meets on the first Wednesday of every month. Applications are due TWO WEEKS before the meeting date. Any application received after that date may be placed on the agenda for the following month.**

**Before submitting your application you should discuss your plans with City staff and/or read and understand the Landmarks Commission Design Policies.**

**Staff contact info - Phone: 262-524-3529, Email: cgriffith@waukesha-wi.gov**

**PLEASE-READ AND SIGN:** The information in this application is accurate to the best of my knowledge. I agree to supply any relevant documentation that is required for the proper review of this application, and I understand that any missing or incomplete information may delay the review process. By signing this I also authorize the City of Waukesha or its agents to enter upon my property for the purpose of reviewing this application.

Signed:  Date: 20 May 2026

Address of Property: 312 East College Avenue  
Applicant Name: Brian and Debbie Running  
Phone: (262) 574-1786  
Email: running.brian@gmail.com  
Mailing Address: 312 E College Ave Waukesha WI 53186-5513

Fee: \$50

Review fees are due upon submission of an application. Please check the appropriate box for the applicable fee.

- \$50.00 - Certificate of Appropriateness, Residential (one or two family)
- \$25.00 - Landmarks Commission Consultation – A consultation is required for any Paint and Repair Grant application which doesn't otherwise require a Certificate of Appropriateness, or for a request for advice from the Commission.
- \$100.00 – Certificate of Appropriateness, Commercial work that will not require a building permit (examples - tuckpointing, window repair or replacement).
- \$350.00 – Certificate of Appropriateness, Commercial work that will require a building permit.

Brief History of the property, if known: Built approximately 1930. Cotswold cottage style, cream city brick.



**Please describe your proposed work in as much detail as possible below.**

If you need additional space, feel free to submit a separate written explanation. Before submitting the application, you should contact Community Development staff to discuss your project. You should also familiarize yourself with the Landmarks Commission Design Guidelines

Chimney needs to be rebuilt, from roof level up. Received a bid from Art's Chimney and Stonework, using cream city brick with poured-in-place cap, contractor informed that lime mortar should be used.

Total Estimated cost of the project: Art's bid is \$9,800.

- I plan to apply/  I have already applied for State/Federal Historic Preservation Tax Credits  
 I would like to apply for a Paint and Repair Grant (include a Paint and Repair Grant application with this form).  
 I would like information about City grants and loans for commercial properties.

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**The following additional submittal items are always helpful and may be required depending on the project:**

- **An estimate or contract from a building professional with details of the project.**
- **Photos of impacted areas.**
- **Elevation drawings and/or site plans.**
- **Material or color samples.**