

Instructions for “Certificate of Appropriateness” Application

In order to construct any exterior architectural feature or reconstruct, alter, or demolish any exterior structure or feature in BID No. 2, a “Certificate of Appropriateness” must be applied for and granted. The application for the certificate and a schedule of the Architectural Review Board (ARB) meetings and submittal deadlines may be picked up at the Historic Third Ward Association (HTWA) office or downloaded at www.historicthirdward.org/links/ARB.php.

The completed application must be signed by the property owner and submitted by noon on the deadline listed on the schedule. The application should be accompanied by the following:

For New Buildings & Additions / Alterations to Existing Buildings

- Detailed drawings of site plans, floor plans, and elevations (*minimum of 11” x 17”*)
- A perspective rendering (*minimum of 11” x 17”*)

For Signage & Sandwich Boards

- Color views of what the sign will look like in place (use digital camera)
- Details of the sign (dimensions, materials, color samples)

Submit one copy of all materials before the deadline. After review, additional copies will be requested. Applicants will be informed of their scheduled meeting time when the agenda has been established – typically the Monday prior to the meeting.

The Purpose of the Business Improvement District No. 2 Architectural Review Board

The architectural review board ordinance, adopted as Section 308-71 of the Milwaukee Code in June 1991, provides certain kinds of legal protection for buildings or sites that are located within the BID No. 2 boundary and was approved by the City Council of the City of Milwaukee.

The purpose of this ordinance is to preserve the Third Ward’s heritage, history, and its superb collection of period architecture, while encouraging innovative mixed-use development.

The ordinance is administered by a seven-member board appointed by the Mayor. The commissioners are dedicated Third Ward property owners, architects, historians, and other experts selected for their interest and skills in historic preservation and real estate development.

A full copy of the ordinance can be obtained through the HTWA office or downloaded at the website listed above. In brief, the ordinance provides that all properties located within the BID No. 2 are under the protection of the ordinance, and no changes that require a building permit may be made to the exterior unless the owner first obtains a “Certificate of Appropriateness” from the ARB. The certificate is the Board’s written affirmation that a proposed change is sympathetic to the historic character of the property and is consistent with the intent of the ordinance and the approved design guidelines for the district.