Town of Gibraltar
Certificate of Compliance – Application

Per Ordinance 2025-02, an application for a Certificate of Compliance must be submitted and approved by the Town of Gibraltar Plan Commission before any exterior work begins.

INSTRUCTIONS

• Submit a complete application at least 15 business days before the next Plan Commission meeting. Check with the Town Clerk for the Plan Commission meeting schedule.
• Attach plans, elevations, color/material samples, photos, and any supporting specifications.
• Incomplete applications may be deferred to a later meeting.

A. APPLICANT & OWNER

Applicant Name / Company	
Mailing Address	
Phone / Email	
Property Owner (if different)	
Owner Contact (phone/email)	

B. PROPERTY & PROJECT

Project Address / Location	
Parcel ID (PIN) / Zoning District	
Contractor / Designer (license if applicable)	
Estimated Start / End Dates	
Estimated Project Cost	

C. TYPE OF WORK (check all that apply)

☐ New Construction ☐ Addition ☐ Exterior Remodel/Alteration

☐ Reconstruction ☐ Roof (material/color change) ☐ Windows/Doors (location/size/type change)

☐ Porch/Deck/Balcony/Cupola/Tower ☐ Exterior Color Change ☐ Exterior Lighting

☐ Other: _____

D. PROJECT DESCRIPTION

Provide a concise scope of work. Attach additional sheets if needed.

_____

_____

_____

_____

E. DESIGN STANDARDS – COMPLIANCE CHECKLIST

Answer Yes/No for each item. If any answer is No, provide an explanation below and/or reference the plan sheet where the mitigation/alternative compliance is shown.

Category	**Yes**	**No**	**Plan Sheet / Notes**
Size / Scale — Is the proposed building consistent with other Town of Gibraltar historical buildings or consistent with the downtown vision?	☐	☐	
Roof Style — Is the proposed roof design compliant with the design standards?	☐	☐	
Roof Materials — Are the proposed materials compliant with the design standards?	☐	☐	
Exterior Siding Materials — Are the proposed siding materials compliant with design standards?	☐	☐	
Exterior Masonry Materials — Are proposed masonry products compliant with design standards?	☐	☐	

Windows — Does the proposed plan meet the 30% glass limit on the street-facing façade?	☐	☐	
Doors / Entryway — Do entry doors on the road face meet design standards?	☐	☐	
Porches — Are proposed porches compliant with design standards?	☐	☐	
Balconies, Towers, Cupolas — If applicable, are proposed elements complementary to the district and compliant with glass requirements?	☐	☐	
Stairways — Is any outside stairway not on the road-facing façade and otherwise compliant?	☐	☐	
Exterior Lighting — Is the submitted exterior lighting plan compliant with Dark-Sky standards?	☐	☐	

Explanation for any items answered "No':

_____

_____

_____

_____

_____

Additional Comments:

_____

_____

_____

F. EXTERIOR COLORS & MATERIALS

Primary Siding (type/product/color)	
Trim / Accents (type/color)	
Masonry (type/color)	
Roof (type/color)	
Window/Glazing (type/finish)	
Lighting (fixture model/specs)	

G. REQUIRED ATTACHMENTS (checklist)

☐ Site plan with parcel boundaries, setbacks, existing/proposed structures and entrances

☐ Architectural elevations (all sides) with dimensions and materials

☐ Color / material samples and product cut sheets (including lighting)

☐ Photographs showing existing conditions and neighboring context

☐ Any related County/State/Federal permits or approvals (if applicable)

H. HEARING & NOTICING

Applications must be submitted 15 business days prior to the Plan Commission meeting. Staff will verify completeness. Applicant attendance at the meeting is required.

I. SCHEDULE

Target Plan Commission Meeting Date	
Requested Construction Start / Completion	

J. OTHER APPROVALS (as applicable)

☐ County zoning/building ☐ WDNR/USACE (shoreland/floodplain/wetland/waterfront) ☐ WisDOT/County Highway (access/ROW) ☐ Utility ☐ Other: _____

K. SUBMITTAL

Submit one digital PDF to clerk@gibraltarwi.gov and one hard-copy set.

L. APPLICANT CERTIFICATION

I certify that the information provided is true and complete; that I am the owner or authorized agent; and that no exterior work will begin until a Certificate of Compliance is issued by the Plan Commission. I understand that work commenced prior to approval may be subject to enforcement.

Applicant Signature / Date	
Owner Signature / Date (if different)	

FOR TOWN USE ONLY

Date Received / Received By	
Application Complete? ☐ Yes ☐ No **(Deficiency notice date: _____)**	
Plan Commission Meeting Date	
Decision: ☐ Approve ☐ Deny ☐ Approve with Conditions	
Conditions of Approval:	