



CERTIFICATE OF APPROVAL APPLICATION

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1. TYPE OF APPLICATION (Check-off as appropriate)

A. Type

1. **Minor Activity** - means or includes:

- a. The replacement of surface materials such as roofing or siding or an exterior architectural feature with materials and design substantially similar to the existing materials or design;
- b. The installation, removal or replacement of a fence, awning, roofing material or dumpster enclosure;
- c. The reuse of an existing window or door opening which has been covered or filled through installation of a replica of a historic door or glazing;
- d. Those activities deemed to not detrimentally impact or influence in any substantial way the historic integrity or appearance of a landmark building, structure, site or designated historic district, or as deemed to be minor upon petition to and determination by the Administrator or his or her designee.

2. **Major Activity** - means and includes:

- a. An activity not defined or qualifying as an insubstantial or minor activity, including, but not limited to, reconstruction, rehabilitation, remodeling, renovation, relocation or demolition;
- b. Alterations, additions or other work performed on a building, structure or site that result in the increase or decrease of site coverage, floor area or exterior wall or roof surface;
- c. The installation, alteration or removal of a window or door opening;
- d. The replacement or repair of surface materials such as roofing or siding or an exterior architectural feature with materials or design not substantially similar to the existing materials or design;
- e. The cleaning of an exterior surface of a contributing or landmark building or structure by sandblasting, high-pressure spraying or other chemical or mechanical means;
- f. Application of sealant, paint, stucco, texture or other material that would conceal, alter or damage the exterior of any contributing or landmark building with an existing unfinished or unpainted brick, masonry or other unfinished siding or structural element;
- g. Those activities deemed to potentially impact or influence in any substantial way the historic integrity or appearance of a landmark building, structure, site or designated historic district, or as deemed to be major upon petition to and determination by the Administrator or his or her designee.

2. PROCEDURE (City Code Section 16-12-80)

A. Development Process

1. Pre-Application Conference. Optional.
2. Submit Application.
3. Staff Review. Determination of Minor or Major Activity.
 - a) Minor Activity. Administrative Review.
 - b) Major Activity. Applicant Notice and Administrative review with advice from HPC.

STAFF USE ONLY

Application received by: _____ Date/Time: _____
Code: _____ Project Name: _____ File Name: _____
Fee: _____ Receipt #: _____ Check #: _____

3. APPLICATION CONTENTS (City Code Section 16-12-80(b)(2))

A. All Projects, 7 copies of all materials are required for major applications, 2 for minor:

- 1) **General Development Application.**
- 2) **Photographs.** All applications shall be accompanied by photographs reasonably and accurately depicting the current status of the building, structure or site, or that portion thereof, subject to the application. Include photographs showing all sides of the structure, particularly the front and any side affected by the proposed project and detailed photographs of the features affected by the project.
- 3) **Drawing Format.** Drawings shall be large enough so that all information is legible but no smaller than 11" x 17". Sketch drawings are acceptable if they provide accurate information and are reasonable drawn to scale.
- 4) **Dimensioned Site Plan.** Site plan showing street locations, existing structure and proposed new elements or structures.
- 5) **Dimensioned Floor Plan(s).** Floor plans showing existing structures and proposed new elements or structures.
- 6) **Dimensioned Roof Plan.** Roof plan showing proposed new roof elements in context of the existing roof.
- 7) **Dimensioned Exterior Elevations.** Exterior elevations showing appearance of proposed project with all materials and indicating finishes.
- 8) **Building Sections and Construction Details.** Sections and details as required adequately explaining and clarifying the project. Note all materials and finishes.
- 9) **Specification of Materials.** Manufacturer's product literature and material samples. Product literature is required for replacement windows.
- 10) **Bids.** If proposing to replace existing historic materials or features with replicas rather than repair or restore, firm bids must be provided for both restoration and replication.
- 11) **Window Replacement.** If proposing to replace historic windows (aside from wooden replica sash replacement) justification shall be provided as outlined in National Park Service Preservation Brief #9. Submittal must include written assessment of condition of existing windows.
- 12) **New Construction** shall include the following information:
 - a. **Block Site Plan.** A site plan or aerial photograph showing relationship of proposed structure to existing structures.
 - b. **Written Statement.** A written statement of the design philosophy and building program.
 - c. **Massing Model.** A massing model illustrating the relationship between the new structure(s) and existing building(s) on the project site and adjacent lots.
 - d. **Photographs.** Photographs of the surrounding structures including both block faces and side streets.
- 13) **Demolition or relocation** of a building, structure or site shall include the following:
 - a. A detailed description of the reasons supporting or justifying the proposed demolition or relocation, including a delineation and explanation of all economic data where economic hardship or other economic cause is given as a reason for the proposed demolition or relocation.
 - b. A detailed development or redevelopment plan for the demolition and/or receiving relocation site and a schedule for completion of the work.
 - c. Elevations, building sections, construction details, specifications and massing model of proposed replacement structure similar to those required for new construction.
 - d. For landmark or contributing structures the applicant must submit a report prepared by an architect, appraiser, engineer or other qualified person experienced in the rehabilitation, renovation and/or restoration of historic buildings, structures or sites addressing:
 - i) The structural soundness of the building, structure or site and its suitability for rehabilitation, renovation, restoration or relocation.
 - ii) The economic and structural/engineering feasibility of the rehabilitation, renovation and/or restoration of the building, structure or site at its current location.
 - iii) The economic and structural/engineering feasibility of relocating the building, structure or site.
- 14) **Application Fee:** According to current adopted fee schedule.