



MEMORANDUM

PLANNING DIVISION
DEPARTMENT of COMMUNITY and NEIGHBORHOODS

To: Salt Lake City Historic Landmark Commission
From: Aaron Barlow, Senior Planner
Date: February 5, 2026
Re: Work Session Process for New Construction Applications

AGENDA ITEM:

The Historic Landmark Commission will be briefed on the process for New Construction (and some Major Alteration) applications. Specifically, the commission will discuss how work sessions should be integrated into the review process. The purpose of this discussion is to facilitate a more predictable process that encourages collaboration between commissioners, applicants, and staff.

ACTION REQUESTED:

Planning staff requests the Historic Landmark Commission's opinion regarding how the New Construction application process should be modified (if at all) to ensure consistent feedback and comments from work sessions, and how to provide that feedback earlier in the design and site development process.

Planning staff is also asking the HLC to consider whether a more formal process should be codified.

TABLE OF CONTENTS

- A. [Background](#)
 - a. [What are Work Sessions and Why are they Necessary?](#)
 - b. [What Happens at a Work Session?](#)
 - c. [Intended HLC Work Session Outcomes](#)
 - d. [What is a New Construction Application?](#)
 - e. [What is a Major Alteration Application?](#)
 - f. [Work Session Pros and Cons](#)
- B. [Examples of Review Processes from Other Cities](#)
 - a. [Savannah, Georgia](#)
 - b. [Charleston, South Carolina](#)
 - c. [Park City, Utah](#)
- C. [Next Steps:](#)
 - a. [Options for the Commission](#)
 - b. [Staff Recommendations](#)

ATTACHMENTS:

- A. [Material from Savannah, Georgia](#)
- B. [Material from Charleston, South Carolina](#)
- C. [Material from Park City, Utah](#)

BACKGROUND:

In late 2025, the Chair and Vice Chair of the Historic Landmark Commission asked Planning staff to evaluate the effectiveness of the current work session protocol. They noted that during their terms, outcomes may be mixed for projects that require a work session. Planning staff has also found that projects involving new construction or significant additions have created drawn-out review processes, acrimonious interactions between applicants and commissioners, or unsatisfactory results.

The purpose of this memo is to discuss the purpose of project-specific work sessions, identify issues that staff and commissioners have noticed, and determine possible alternatives or alterations to the work session process—especially for applications involving redevelopment sites, new construction, and/or large additions.

What are Work Sessions and Why are they Necessary?

Work sessions are semi-formal meetings between an applicant, staff, and the Historic Landmark Commission to “work” through issues with a given project toward a successful final product. They allow applicants to present complex projects to the entire commission in a public setting. Applicants are given time to explain the project’s concept and nuances, answer questions, and receive guidance, so they know what they need to do before returning for a final decision and what to expect from the commission at that meeting. A work session should be a vehicle for addressing major issues or concerns earlier in the review process, without the pressure of a decision or public comments (which occur during a public hearing). A work session differs from a public hearing because no

testimony is taken from the public (although they may attend). Planning staff may provide analysis, but do not do a full standards review. Instead, some issues are flagged for the commission and applicant to discuss due to potential standards conflicts. No formal recommendation is provided to the commission. While commission comments are non-binding, the discussion results should be documented by staff, addressed by the applicant, and acknowledged by commission members when the project is scheduled for a public hearing and final decision.

Work sessions are strongly encouraged in most cases for New Construction and for Major Alterations to Landmark sites. The option for a work session is available for other applications upon request by an applicant or as deemed necessary by Planning staff. During work sessions, the commission is expected to actively consider information and materials provided by the applicant. The discussion with the applicant should focus on understanding the overall site, project, and existing constraints, and the commission should provide constructive feedback and direction based on adopted plans, applicable zoning ordinance standards, and the adopted preservation design guidelines. Rather than designing a project by committee, the commission should provide input and guidance to help an applicant develop a project that is more compatible with its surroundings and compliant with standards.

What Happens at a Work Session?

Work sessions are typically conducted in accordance with the directions outlined in the [2017 Work Session Policies](#) document, usually utilizing the following structure:

- The commission has a “complete” submittal in hand.
- The chair directs the work session and begins by introducing the project and the applicant.
- Planning staff provides an introductory overview of the project. Based on adopted standards and guidelines, staff outline the specific issues or concerns the commission needs to review.
- The applicant then provides a broader overview of the project and outlines how the proposal meets the adopted guidelines and standards that are in question.
- With facilitation by the chair, the commission, the applicant, and staff then discuss the project’s merits and any issues preventing approval of the project. This discussion should focus on developing clear, realistic steps the applicant can take to bring their project into compliance with the applicable guidelines and standards.
- Following the work session, Planning staff prepares a summary of the session to assist the applicant with revisions. Staff may also schedule a meeting with the applicant to discuss design considerations.
- The commission's direction is recorded to ensure that the review during the public hearing is consistent with the direction provided at the work session.

Intended HLC Work Session Outcomes

In 2017, when the current work session review process was implemented, staff and members of the Historic Landmark Commission established what they hoped to see come out of a productive and successful work session:

- Ownership of the work session outcome(s),
- Improved project quality; meeting or closer to meeting required standards,
- Improved working relationships,
- Informed decision making,
- Predictability, early issue identification, resolution exploration, and future expectations,
- Reduction of plan interaction cost to the applicant and overall project approval timeline.

What is a New Construction Application?

The construction of any “new principal structures” on properties within a local historic district requires a New Construction application. New Construction applications differ from most other historic preservation-related requests because, rather than focusing on the rehabilitation standards and character-defining features of an existing structure, New Construction standards (found in [section 21A.34.020.H](#)) focus on how a project fits into its surroundings. Approval standards for New Construction are intended to ensure projects fit within their historic context, which is generally a local historic district. New construction in a local historic district is guided by established design principles and further refined through consideration of scale, massing, and materials, ensuring that new buildings are visually compatible with the historic context and do not negatively impact the district or site.

New Construction applications can vary in scale, from a relatively small single-family house (such as [the house at 563 N Center St. PLNHLC2023-00629](#)) to a large mixed-use building (such as [Trolley North at 675 E 500 S. PLNHLC2022-00675](#)). The time and effort required for staff or the commission to review these applications may also vary widely. Sometimes, a new construction project is straightforward and can be scheduled for a decision at

one public meeting. When additional review is necessary due to the scale or complexity of a New Construction project, staff will generally schedule the project for a work session during the 45-day noticing period, prior to a public hearing where the application is up for a final decision



Trolley North (located at 675 E 500 S) was a New Construction project that went through a work session and the Historic Landmark Commission ultimately approved it at a subsequent public hearing.

What is a Major Alteration Application?

Any substantial alteration or addition to a locally listed or contributing historic structure requires Major Alteration approval by the Historic Landmark Commission. Like New Construction applications, Major Alteration applications require approval from the Historic Landmark Commission. Approval standards for Major Alterations are the same as for any other request to modify a locally listed or contributing structure (found in [section 21A.34.020.G](#)). The commission must consider these alteration standards, and compliance requires approval. These standards are based on the NPS rehabilitation standards. They ensure that the building's historic integrity is not compromised and that character-defining features are not damaged or destroyed during the construction or implementation of a proposed project. They also guide approval by addressing preservation of historic materials, deterioration, and when replacement of elements must occur, and, in those cases, it is done appropriately.

In some cases, Major Alterations can be straightforward or simple enough for the commission to make a decision in a single meeting. In other cases, when a Major Alteration request involves significant additions or when applicants disagree with Planning staff's technical recommendations or determinations, a work session may be necessary.

Work Session Pros and Cons

Since the work session process was last discussed in 2017, the Historic Landmark Commission and Planning staff have reviewed numerous New Construction and Major Alteration applications. While individual projects often face challenges unique to their circumstances, specific issues have consistently plagued the review process, including:

1. Because of the application submittal requirements, proposals that an applicant considers complete are often brought to work sessions.
2. Applicants expect comprehensive feedback from a work session, which the commission may not always be able to provide.
3. Work session comments can be time-consuming and resource-intensive for applicants.

Application Submittal Requirements

First, Planning staff has found that, due to the requirements for submitting Major Alterations and New Construction petitions, applicants often bring projects to an HLC work session that, in their eyes, are nearly complete, meaning designs are fleshed out, floor plans are established, and preliminary financing is in place. In all cases, Planning staff cannot officially review a petition until submittal requirements are met. For [New](#)

[Construction](#) and [Major Alteration](#) applications, the required list (found in section [21A.34.020.F.3](#) of the zoning ordinance) is exhaustive:

- A narrative including a complete description of the project and how it meets review standards with citation of supporting adopted city design guidelines
- Current and historic photographs of the property
- A site plan or drawing drawn to a scale which includes the following information: property lines, lot dimensions, topography, adjacent streets, alleys and walkways, landscaping and buffers, existing and proposed buildings and structures, lot coverage, grade changes, parking spaces, trash receptacles, drainage features, proposed setbacks, and other details required for project evaluation;
- Elevation drawings and details for all impacted facades;
- Illustrative photos and or samples of all proposed façade materials;
- Building, wall, and window section drawings;

New Construction applications require even more material, including:

- A context plan showing property lines, building footprints, front yard setbacks, adjacent streets and alleys, historic district boundaries, contributing/noncontributing structures, and landmark sites;
- A streetscape study which includes height measurements for each primary structure on the block face;
- Renderings that show the new construction in relation to neighboring buildings; and
- Renderings that show the new construction from the pedestrian perspective

Before commission review, large-scale or complex applications often undergo multiple design iterations to meet submittal requirements and accommodate the economic interests of other groups or individuals working with the applicant.

Work Session Expectations

Another issue that often arises during the review of New Construction and Major Alteration applications is that applicants often come to work sessions expecting comprehensive feedback that addresses all standards and any issues commissioners may have with a project. This can be problematic because these projects are often complex, and commissioners can overlook issues. Commissioners have limited time to review a project in the lead-up to a meeting and to discuss it during an associated work session. Additionally, Planning staff do not currently bring a comprehensive analysis of approval standards to a work session.

Further, because of the commission's size, diverse personalities, varied schedules, and membership changes, the composition of the HLC reviewing a project during a work session may not fully reflect the composition of the commissioners attending the public hearing who vote on the final decision. In the past, applicants have revised their proposals based on work session feedback, only to be rebuffed at the public hearing if a commissioner who wasn't present at the work session cited a standard conflict. When applicants and commissioners have different expectations for a work session, neither may be fully satisfied with the project's outcome or the outcome of a subsequent public hearing.

Time and Cost of Resubmittal

Even a productive work session may still require the applicant to invest significant amount of time and resources to circulate the work session comments to the design team, the owner, and any finance partner to make decisions on changes, revise plans, and ensure compliance with multiple codes (zoning, building, fire, etc.). Applicants may also work with staff during the revision process before fully resubmitting the project. Significant modifications necessary for approval may not be possible due to limitations created by restrictive covenants, agreements with financing partners, or deals with other individuals or organizations made early in the process.

The issues outlined above, among others that commissioners may have noticed, have prevented work sessions from adequately fulfilling their intended purposes for the benefit of all. Blame for poor outcomes is passed back and forth among applicants, commissioners, and staff. The working relationship between applicants, commissioners, and staff may be unintentionally strained. Applicants and staff become unsure about how commissioners will react to a project. In the end, some New Construction and Major Alteration applications have taken significantly longer than necessary, undermining a work session's essential purpose.

Considerations for the Commission

- What issues have commissioners come across during prior work sessions for any New Construction or Major Alteration applications?
- Have there been any instances where Planning staff made the review process more difficult?

EXAMPLES OF REVIEW PROCESSES FROM OTHER CITIES

The issues that plague the review of new construction projects in historic districts are not unique to Salt Lake City. There are communities across the country with historic districts and Historic Landmark Commissions. While cities may have different goals or rationales for their historic preservation programs, several communities have achieved significant success in guiding new development to “respect and contribute to” their “architectural and cultural traditions.” To aid the commission’s discussion regarding New Construction applications, Planning staff reviewed the submittal requirements and review processes for similar applications in the following cities: Savannah, Georgia; Charleston, South Carolina; and Park City, Utah.

Savannah, Georgia

All new construction projects in Savannah’s Downtown Local Historic District and larger projects in all other local historic districts must go through a two-part approval process. Additionally, applicants must attend a “Pre-Application Conference” with city staff before beginning the New Construction application process. At that meeting, city staff reviews the approval process, provides feedback on the initial design, and prepares the applicant for what to expect at subsequent meetings (similar to preliminary meetings in Salt Lake City).



Part I plans are intended to illustrate how a project fits within its surroundings. In this example, the Savannah, Georgia, Historic Preservation Board found that the proposed building (in color) needed some modifications before design details were reviewed.



Conceptual plans can come in many forms, including 3D renderings. This rendering helps to further illustrate how the proposed building (front and center) overwhelms the adjacent building to the left.

Once an applicant has reviewed their project with staff, they can submit the first application, “Part I: Height and Mass,” for a large new construction project. As the name implies, this step ensures a project meets standards for building height and mass. Roof form, window and door openings, vehicle and pedestrian circulation, and necessary service accesses (fire lanes, dumpster locations, etc.) are also reviewed under this application. Exterior materials are not reviewed at this time, nor are specific details about windows or doors (like their depth, material, or muntin arrangement). All submittal requirements are listed in their application checklist, included in [Attachment A](#).

The second application, “Part II: Design Details,” cannot be submitted until the historic commission reviewing the project (there are multiple in Savannah) grants approval, or approval with specific conditions, for the Part I application. If conditions were included in a commission’s approval of a Part I application, those need to be listed and addressed in the Part II submittal. This is to ensure that design details are the focus of this review step. In their Part II request, applicants must provide information on exterior materials and explain why they are appropriate for the project’s context. Window details need to include type (double-hung, casement, sliding, etc.), materials used, reveal depth, muntin arrangement, and anything else necessary to support how the project meets their approval standards. Balcony details, awning shape and material, and door configuration are also reviewed at this time. Finally, specifications or samples are required for each proposed material or product. The application checklist for Part II applications is also included with [Attachment A](#).



When this project was brought for Part II review, it included modifications to the building’s form based on feedback from the commission. In addition to the updated form, these plans illustrate the proposed window design, exterior materials, and many other details.

Considerations for the Commission

- Are there any benefits to splitting New Construction applications into two parts, like Savannah?
- If the processes were split into two parts, what details are best left to part 2? All exterior materials? Window and door openings?

Charleston South Carolina

Applications for new construction within local historic districts in Charleston, South Carolina, follow a process very similar to that in Savannah, Georgia. Projects that exceed 10,000 square feet of floor area and are located in must receive Conceptual and Preliminary review from the Board of Architectural Review.

Like Savannah, a pre-design conference with staff is required before submittal. The purpose of this meeting is to review the submittal checklist (included with [Attachment B](#)) and ensure the applicant understands the approval process. While their staff does not make final decisions on these projects, they provide feedback on whether each project will meet relevant standards.

The first step, “Conceptual Review,” is intended for review of the height, scale, mass, and general architectural direction and quality of a project, and its relationship to the site, neighborhood, and the City. With this step, applicants are expected to submit historical information about the site and its neighborhood (including Sanborn maps, surveys, or other materials), photographs of the site, existing and proposed site plans, floor plans, and elevations. Details are limited to just the building’s form, its openings, and a streetscape elevation of the block face.

Once Conceptual approval is granted, the project may proceed to Preliminary Review. This is the step where the board reviews exterior materials, window design and depth, door details, mechanical equipment and screening, landscaping, and grade changes. Specifications, details, or samples must be provided for each proposed material (which includes windows and doors).

Final approval is granted by staff once they confirm that the project reflects the board's approval (and any conditions). This is reviewed concurrently with any associated building permits.

Considerations for the Commission

- What details should applicants provide about proposed materials with their application? Are specification sheets sufficient, or should physical samples also always be provided?

- What issues, if any, would arise if the commission was not permitted to discuss a proposed building's form during material and design detail review?

Park City

Park City approaches projects within its historic districts differently from the prior two examples. In Park City, before submitting **any** application within a historic district, applicants must submit a “Pre-Application” (all application forms are included in [Attachment C](#)) where they describe the scope of the proposed work, history of



Historic photos like this one, featuring Park City's first hospital, are often used to establish a Physical Conditions Report and develop a Historic Preservation Plan. [[Park City Historical Society and Museum, Thomas F. Hansen Collection](#)]

the site (surveys, Sanborn maps, etc.), and their intent for any significant historic features on a site. If Park City Planning staff finds that the proposal has any impact on historic features, the applicant will need to submit a Physical Conditions Report and a Historic Preservation Plan for the site. Once those are approved by staff, the applicant may proceed to a review by the Historic Preservation Board. Park City does not have a formal multi-step process for applications for new construction in historic districts. They do, however, hold work sessions, much like Salt Lake City, when a project may be complex or large-scale.

Considerations for the Commission

- Should Planning staff consider implementing a stricter pre-application process for New Construction Applications?

NEXT STEPS:

Options for the Commission and Staff Recommendation

The Historic Landmark Commission has multiple options to improve the review process for New Construction and Major Alteration applications. The first, and probably the quickest, change planning staff recommends to address issues with work sessions is to require a pre-application meeting with Planning staff before applicants submit either a New Construction or a Major Alteration application. This would help applicants manage their **expectations for commission meetings**, so they are not surprised or caught off guard by commissioners' feedback. If the Historic Landmark Commission felt that some details should be reviewed by staff before a project is submitted, as in Park City's requirements, then staff could implement more rigorous submission criteria for these pre-application meetings.

Second, Planning staff recommends creating and eventually codifying an application process for New Construction and Major Alteration applications that allows commissioners to review conceptual drawings during a work session. Rather than bringing an entire project to a work session, staff could update the application process to allow applicants to submit conceptual drawings before submitting final details. At that work session, the

commission would review the project only for its height, mass, openings, and site circulation. Planning staff would provide an initial review of only the standards and design guidelines relevant to those features. Allowing conceptual review brings the commission to a project earlier in the design process. With this change, applicants would be able to incorporate commissioner feedback before finalizing floor plans, locking in design details, or even penciling out financing, **ultimately reducing the amount of resources needed to incorporate feedback**. Finalizing the building form early in the process creates a more predictable process for applicants. It also gives the commission more time to understand how the project would fit into its surroundings without being distracted by other details.

If commissioners feel a project doesn't quite meet those standards, they could request an additional work session or impose specific conditions that must be met before the public hearing. The commission would need to request a timeline for the applicant to return with the updated proposal to avoid drawn-out revision timelines. The time allotted to the applicant before this deadline would depend on the number and severity of the commissioners' comments on the project. A deadline agreed upon by all parties to return with updated plans would keep applicants accountable for delays to the project and **shorten the timeline for commission approval**.

Applicants would then submit updated plans that include all design and material details. Planning staff would confirm that the proposal addresses all commissioner comments and conditions before the project is brought to a public hearing. At this public hearing, the commission would focus its review on materials, design details, landscaping, and all other standards not addressed during the work session. While still technically permitted, it would be inappropriate at this time for commissioners to raise new concerns about a proposal's height, mass openings, or site circulation. Reviewing a project's material details separately from its form should help commissioners focus on the appropriateness of the proposed materials, the directional emphasis of the windows, and how they reflect the history of the local district where the project is located. **It would also give commissioners an opportunity to review the project more thoroughly.**

Considerations for the Commission

- Is there a benefit to modifying the New Construction and Major alteration processes to allow for conceptual review before reviewing materials and details? What would make that process better or worse?
- What would need to be provided for each review step? Are there any aspects that should be excluded from the plans submitted for conceptual review?
- Are there any concerns or issues with a modified process for New Construction applications that the commission feels Planning staff has overlooked?
- If stricter pre-submittal requirements were implemented for New Construction applications, what form would they take? Or is it sufficient to require applicants to meet with Planning Staff before submitting their application?

Conclusion

Implementing these changes will require applicants, staff, and commissioners to take greater ownership of specific aspects of the review process for New Construction and Major Alteration applications. First, applicants would be expected to demonstrate (both visually and in their narrative) how their conceptual plans comply with the applicable standards and design guidelines prior to the work session. They would then be expected to do the same for the remaining standards when submitting final, completed plans. Requiring applicants to reflect on the approval standards and support their claims would help them feel more like part of the decision-making process. It would give them a stronger sense of ownership over the outcomes of a work session.

Planning staff would be expected to provide a thorough analysis of the standards related to the conceptual plans (in addition to their full analysis for the public hearing). If a project requires modifications, they would need to either request revised plans or collaborate with the applicant to develop conditions to include with their recommendation. They would also need to negotiate with applicants on a recommended timeline between the work session and final submittal. Finally, they would need to track issues raised during the meeting, provide applicants with guidance on revised plans, and keep commissioners informed during subsequent meetings. Keeping track of commissioner comments will help to improve the working relationship between all parties.

Commissioners would be expected to focus their discussion at a work session on the conceptual plans. Comments, concerns, or feedback that are not supported by a specific standard or design guideline (i.e., comments about the aesthetic quality of a building, the proposed use, or additional vehicular traffic) would not be considered. Commissioners would be allowed to request adjustments to a proposal (supported by standards) and to set a deadline for the applicant to submit their finalized plans. When a proposal returns for a public hearing with final

design details, the commission would be expected to take responsibility for significant delays caused by raising new concerns about a proposal's height, mass openings, or site circulation. This would help ensure that successful projects take less time and avoid delays caused by commissioners or staff.

Attachment A: Materials from Savannah, GA



LOCAL HISTORIC AND CONSERVATION DISTRICTS

HISTORIC PRESERVATION COMMISSION

Commission Review Checklist for New Construction, Large, Part I: Height and Mass

Detailed checklists of items required to be submitted for each type of project are supplemental to this application. **Each item must be checked off and a page number where the item is located must be noted and included with the application in PDF format. The applicant must sign the affidavit**, at the end of the application and each required checklist, certifying that all required items are provided. If there are questions regarding items required for your specific project, contact staff for clarification **prior** to submitting the application.

Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Commission or Staff's review of the application and/or denial of the request. Revisions made to the applications after the submittal deadline and prior to the Commission hearing may be continued to the following month's hearing. The Commission reserves the right to require additional information if it believes that the submission of such information is necessary to understand the nature of the intended activity.

Submissions will only be accepted when emailed to historic@thempc.org. Ensure the PDF file size does not exceed 10 MB. For questions, email preservationquestions@thempc.org or call 912-651-1440.

Do not email questions to historic@thempc.org. If email is not available, contact the office for alternate arrangements.

Large New Construction = cumulative footprint 4,000 square feet and greater

NEW CONSTRUCTION, PART I: HEIGHT AND MASS.

REQUIRED Pre-Application Conference (Sec. 3.18.4.a. of the zoning ordinance):

Date attended and with which staff member: _____

Provide electronic payment receipt and indicate amount: \$ _____

Provide one (1) electronic copy of the entire submittal packet.

Page No. _____: Written project description.

Page No. _____: Written description of each Special Exception requested.

Page No. _____: SPR meeting date attended.

Page No. _____: Lot coverage percentage.

Page No. _____: Color photographs of site and existing buildings within the vicinity of the project.

Page No. _____: Site Plan:

Adjacent buildings with setback dimensions.

Lot dimensions.

Property lines.

Streets, lanes, and sidewalk.

Curb cuts with width dimensions.

Garage apron locations.

New building with dimensions and setbacks.

Fences.

Electric meter locations.

- Refuse storage area.
- All ground and roof equipment including screening.
- Page No. _____: Floor Plans:
 - Dimensions.
 - Labeled interior spaces.
- Page No. _____: Roof Plan:
 - Roof pitches.
 - Equipment and screening.
- Page No. _____: Exterior Elevations:
 - Adjacent buildings with height dimensions.
 - Dimensioned floor-to-floor heights.
 - Stoop heights.
 - Height of parapet walls.
 - Locations and dimensions of all windows, doors, and other openings.
 - Porches, balconies, railings heights, and baluster spacing.
 - Fences, equipment, etc. with dimensions.
 - Roof equipment with screening heights and locations.
- Page No. _____: Building Sections (minimum of two: north-south and east-west):
 - Projections, window and door depths, off-sets, and opening recesses.

Affidavit Certifying Completeness of Application:

I hereby acknowledge that I understand the requirements listed above for what constitutes a complete application. I have checked off each box and included a page number where the item is located. I confirm that the requirements for a complete application have been met.

Signature: _____ **Date:** _____

Submissions will only be accepted when emailed to historic@thempc.org. Ensure the PDF file size does not exceed 10 MB. Please do not submit questions to historic@thempc.org. For questions, email preservationquestions@thempc.org or call 912-651-1440. Please do not submit applications to preservationquestions@thempc.org or staff. If email is not available, contact the office for alternate arrangements.

A complete application submission consists of:

1. Complete, signed application
2. Complete, signed checklist(s) for each request
3. Checklist documentation
4. Payment receipt

Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Commission or Staff's review of the application and/or denial of the request.



HISTORIC DISTRICT BOARD OF REVIEW

DOWNTOWN SAVANNAH HISTORIC DISTRICT

Board Review Checklist for Certificate of Appropriateness

New Construction, Part II: Design Details

Detailed checklists of items required to be submitted for each type of project are supplemental to this application. Each item must be checked off and a page number where the item is located must be noted and included with the application in PDF format. The applicant must sign the affidavit, at the end of the application and each required checklist, certifying that all required items are provided. If there are questions regarding items required for your specific project, contact staff for clarification prior to submitting the application.

Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Board or Staff's review of the application and/or denial of the request. Revisions made to the applications after the submittal deadline and prior to the Board hearing may be continued to the following month's hearing. The Board reserves the right to require additional information if it believes that the submission of such information is necessary to understand the nature of the intended activity.

Submissions will only be accepted when emailed to historic@thempc.org. Ensure the PDF file size does not exceed 10 MB. For questions, email preservationquestions@thempc.org or call 912-651-1440.

Do not email questions to historic@thempc.org. If email is not available, contact the office for alternate arrangements.

NEW CONSTRUCTION, PART II: DESIGN DETAILS.

REQUIRED Pre-Application Conference (Sec. 3.19.4.a. of the zoning ordinance):

Date attended and with which staff member: _____

Provide electronic payment receipt and indicate amount: \$ _____

Provide one (1) electronic copy of the entire submittal packet.

Page No. _____: Narrative describing how each condition from Part I: Height and Mass is met.

Page No. _____: Revised documents and revised mass model illustrating any conditions identified in Part I: Height and Mass, including but not limited to: site plan, floor plans, roof plan, and building sections (showing revisions).

Page No. _____: Written description of each Special Exception requested.

Page No. _____: Clear color renderings of each street fronting façade.

Page No. _____: Exterior Elevations:

All materials illustrated and labeled.

Muntins and other window and storefront configuration details.

Door configuration details.

Details of awnings, balconies, and porches.

Page No. _____: Wall Sections (minimum of two through typical and atypical locations):

All materials illustrated and labeled.

Projections, window and door depths, off-sets, and opening recesses.

Details such as storefronts, windows, doors, porticos, parapets, stoops, balconies, and porches.

Page No. _____: Specifications for each product.

Page No. _____: Physical material and color samples.

Page No. _____: Percentage of modular masonry materials for each façade fronting a street (not lanes). For Large Scale Development Projects ONLY

SEE NEXT PAGE FOR SIGNATURE

Affidavit Certifying Completeness of Application:

I hereby acknowledge that I understand the requirements listed above for what constitutes a complete application. I have checked off each box and included a page number where the item is located. I confirm that the requirements for a complete application have been met.

Signature: _____ **Date:** _____

Submissions will only be accepted when emailed to historic@thempc.org. Ensure the PDF file size does not exceed 10 MB. Please do not submit questions to historic@thempc.org. For questions, email preservationquestions@thempc.org or call 912-651-1440. Please do not submit applications to preservationquestions@thempc.org or staff. If email is not available, contact the office for alternate arrangements.

A complete application submission consists of:

1. Complete, signed application
2. Complete, signed checklist(s) for each request
3. Checklist documentation
4. Payment receipt

Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Board or Staff's review of the application and/or denial of the request.

Attachment B: Materials from Charleston, SC



SUBMITTAL REQUIREMENTS FOR BAR-LARGE

(NEW CONSTRUCTION, ALTERATIONS, AND RENOVATIONS)

CITY OF CHARLESTON
2 George Street, Third Floor

Charleston, South Carolina 29401

DEPARTMENT OF PLANNING, PRESERVATION AND SUSTAINABILITY
843-724-3765

www.charleston-sc.gov

GENERAL INFORMATION:

The Board of Architectural Review (BAR) reviews all exterior work visible from any public right-of-way or elevated roadway, including new construction, alterations and renovations, within the City's Historic Districts. Most projects will require review by the Board, while others can be handled by staff. The City Architect/Preservation Officer will determine the applicable level of review based on the scope of work.

Board meetings are held at 4:30 p.m. (unless noted otherwise) per published schedule, at 2 George Street in the 1st floor meeting room. For deadlines dates, meeting schedules, application forms, or additional information, please visit <https://www.charleston-sc.gov/293/Board-of-Architectural-Review-BAR>

Prior to BAR review, it is the responsibility of the applicant to obtain Zoning approvals (Variances, Special Exceptions, Zoning staff approval), and Pre-App TRC review (if applicable) that are required for this project. Failure to do so will result in deferral from the BAR agenda. **Provide a statement on the cover sheet indicating that you have met with Zoning staff and the project is Zoning compliant and does not require, or has obtained, any Variances or Special Exceptions. This statement should also indicate that you have had Pre-App TRC review (if applicable).** Applicants are strongly encouraged to meet with the relevant neighborhood association, preservation groups, and any adjacent property owners prior to making a BAR submittal.

IMPORTANT:

IF YOU ARE APPLYING FOR ADDITIONAL HEIGHT BASED ON ARCHITECTURAL MERIT AND CONTEXTUAL COMPATIBILITY, YOU MUST PROVIDE A DETAILED STATEMENT EXPLAINING WHY YOU BELIEVE THE PROJECT WARRANTS THE ADDITIONAL HEIGHT.

IF ANY PART OF AN APPLICATION DOES NOT CONFORM TO THE SUBMITTAL REQUIREMENTS FOR THE RELEVANT PHASE, OR IS INCOMPLETE, IT WILL BE REJECTED AND REMOVED FROM THE AGENDA.

SUBMITTAL REQUIREMENTS:

All items described below are required. **Check each box for the relevant review phase, sign at the end of the form, and submit these checked and signed Submittal Requirements with the application.** Staff-level reviews are not subject to deadlines, but are reviewed in the order received, and will be deferred if incomplete.

Digital version of submittal:

All submittal documents (plans, photographs, etc.) must be provided digitally as one combined PDF and submitted through the Charleston Customer Self Service (CSS). Digital presentations will not be accepted via email, after the deadline, or during the meeting.

Background Information:

Historic Structure - Submit documentation including Sanborn Maps, historic photographs, historic archival or physical evidence, and a narrative describing important background on the structure to be restored, renovated, receive an addition, or otherwise affected by the proposal.

Photographs of existing site, context and structure - This includes, but is not limited to, buildings, signs, and site features. Photographs should be clear and legible, in color. Required at Conceptual and Preliminary Review phases only. Do not include at Final Review phase.

Project Information:

Drawings:

Architectural drawings must include the items listed below and are broken down by phase of review, with each phase requiring an increasing level of detail. Drawing sets must include the items described under the phase for which you are submitting as well as the items described under all prior phases.

IF DEFERRED OR DENIED:

AFTER THE INITIAL SUBMITTAL, ALL SUBSEQUENT SUBMITTALS MUST INCLUDE THE EXISTING, PREVIOUSLY PROPOSED, AND CURRENTLY PROPOSED SITE PLAN, FLOOR PLANS, ELEVATIONS AND RENDERINGS ON THE SAME SHEET FOR COMPARISON.

Materials - Stand-alone samples of exterior finishes, colors and fixtures are acceptable, although mounted on a materials sample board and labeled, is preferred. (Staff can provide examples if needed). **Boards and samples must be labeled with the applicant's name and the project address. Materials and material boards are required at Preliminary and Final Review phases only. Materials should be brought to the Board meeting and removed immediately after the project is heard. Samples are not to be given to staff prior to meeting.**

Physical model – Optional, may be requested by Board or staff. If provided, models must be at a scale sufficient to clearly depict the design intent in height, scale, mass and 3D form. The extent of the model should show sufficient context to demonstrate contextual compatibility. If provided, bring at Conceptual and Preliminary Review phases only. Models should be brought to the Board meeting and removed immediately after the project is heard.

NOTE: Orient site plan and floor plans the same. Provide a drawing index with page numbers and number all pages sequentially starting at one and continuing. Indicate the applicant's name and contact information, official project street address and name on the cover sheet. Indicate the "Formerly Known" name/address if it has changed.

For project with multiple structures, submit the following:

- Overview of the development including background information, relationship of buildings and exterior spaces to one another, streetscapes, site plan, landscape and hardscape plans, comparison elevations and overall renderings. If this overview is denied or deferred by the Board, the application for individual subsequent buildings may be deferred at the discretion of the Board.
- A separate submittal package for each "building" conforming to the requirements outlined in each section.
- These requirements may be waived by staff for smaller projects with multiple buildings.

	New construction	Addition	Alteration	Elevate for FEMA
Existing site plan	✓	✓	✓	✓
Proposed site plan	✓	✓	✓	✓
Existing floor plans		✓	✓	✓
Proposed floor plans	✓	✓	✓	✓
Existing roof plans		✓	✓	✓
Proposed roof plans	✓	✓	✓	✓
Existing elevations		✓	✓	✓
Proposed elevations	✓	✓	✓	✓
Existing streetscape	✓	If facing street	If facing street	✓
Proposed streetscape	✓	If facing street	If facing street	✓
Existing section		✓	✓	✓
Proposed section	✓	✓	✓	✓
Existing site section	If multiple structures			
Proposed site section	If multiple structures			
3D renderings	BAR-L: yes BAR-S: if commercial	BAR-L: yes BAR-S: if commercial	BAR-L: yes BAR-S: if commercial	If requested
Material samples	BAR-L: yes BAR-S: if requested	If requested	If requested	If requested
Mock up	BAR-L: yes BAR-S: if requested	If requested 17	If requested	

Conceptual Review:

Review of the height, scale, mass, and the general architectural direction and quality of the project as it relates to its site, its neighborhood, and the City of Charleston. Consult with the City Architect regarding a pre-design conference prior to application for Conceptual Review.

TITLE PAGE:

- Must include the design architects' name and contact information, project name, address and drawing index (page number on each sheet in the lower right corner. Number all pages sequentially starting at one and continuing).
- Must include dates of all previous reviews by TRC, Zoning (BZA or Staff) and BAR.
- Must include a statement regarding Zoning compliance as described above.
- If deferred or denied at a previous meeting, subsequent submittals must include a list of Staff and Board Comments from the previous meeting with responses explaining how previous comments have been addressed.

HISTORIC STRUCTURE BACKGROUND:

- Provide historic structure background information as noted above.

DIAGRAMS:

- Provide a building section diagram to illustrate the floor-to-floor and overall building height including any rooftop appurtenances.
- Provide a diagram (if applicable) illustrating any half-story to show compliance with the Height Ordinance.

EXISTING AND PROPOSED ARCHITECTURAL SITE PLANS AND CONTEXT PLAN:

- Layout of all structures (with north arrow, graphic drawing scale, cardinal directions, property lines, dimensions and adjacent streets labeled).
- Layout of all paved or gravel areas, walls, gates, mechanical equipment, parking spaces, trees, other significant site features etc. with materials clearly noted.
- Existing building(s) adjacent to the property on all sides.
- Any demolition or removal of existing site features.
- The ground floor plan and how it relates to the site.
- Must include FEMA zone information.

EXISTING AND PROPOSED ARCHITECTURAL FLOOR PLANS:

- Provide a separate floor plan for each level. Include one plan for repetitive, identical floors.
- Must include north arrow and a graphic scale.
- Notes/labels should identify floor level, dimensions, room names, equipment, section cuts, etc.
- Differentiate new from existing with hatching or tone.
- Must include a roof plan.
- Arrangement of interior spaces with window and door locations and rooms labeled.
- On existing floor plans, note any removal of existing building elements.
- Where an addition to an existing building is proposed, provide existing plans noting any removal or alteration of existing building elements.

EXISTING AND PROPOSED ARCHITECTURAL BUILDING ELEVATIONS:

- Must include notations regarding all existing¹⁸ and proposed materials and dimensions.

- Must include all elevations regardless of visibility.
- Must include elevation labels according to compass orientation.
- Indicate existing grade/flood plain requirements where relevant.
- Where an addition to an existing building is proposed, provide existing plans and elevations noting any removal or alteration of existing building elements.
- For new construction or additions facing the street, provide a streetscape elevation (drawn to scale) of buildings adjacent to the site, and a streetscape elevation (drawn to scale) across the street from the site. The proposed new construction must be included in the streetscape elevation on both sides of the street. **A photo montage will not be acceptable in lieu of a scaled drawing streetscape elevation.**

COLOR RENDERING AND/OR THREE-DIMENSIONAL DRAWINGS:

- A minimum of two renderings shall be provided as follows:
 - Proposed construction, including adjacent structures, as it would be seen at eye level by a pedestrian on a sidewalk abutting the property.
 - Proposed construction, including adjacent structures, as it would be seen at eye level by a pedestrian on a sidewalk across the street from the property.
- A bird's eye view of the block bounded by 4 streets.
- Additional renderings/views are always helpful.

NOTE: Do not include "Possible Future Developments/Buildings" in the renderings as this is misleading.

PHOTOGRAPHS

- Photographs of existing site and structure (if any). Also include photographs of surroundings sufficient to explain context. This includes, but is not limited to, buildings, signs, and site features. Photographs should be clear and legible, in color, four per 18" x 24" sheet maximum and included in the drawing set and include a description.

Printed Name _____

Date ____/____/____

Signed Name _____

Preliminary Review:

Review of the development of the conceptual design and its relationship to its context in terms of the project's details, materials and finishes. This phase defines the level of quality of construction, and the relationship of the buildings' components to surrounding buildings and to one another.

TITLE PAGE:

- Must include applicant name and contact information, project name, address and drawing index (page number on each sheet in the lower right corner. Number all pages sequentially starting at one and continuing).
- Must include dates of all previous reviews by TRC, Zoning (BZA or Staff) and BAR.
- Must include a list of Staff and Board Comments from the previous meeting with responses explaining how previous comments have been addressed.

PREVIOUS AND CURRENT ARCHITECTURAL SITE PLANS, DETAILS AND CONTEXT PLAN:

- Layout of all structures (with north arrow, graphic drawing scale, cardinal directions, property lines, dimensions and adjacent streets labeled).
- Layout of all paved or gravel areas, walls, gates, mechanical equipment, parking spaces, trees, other significant site features etc. with materials clearly noted.
- Existing building(s) adjacent to the property on all sides.
- Any demolition or removal of existing site features.
- The ground floor plan and how it relates to the site.
- Must include FEMA zone information.
- Must include location and type of outdoor lighting fixtures.

PREVIOUS AND CURRENT ARCHITECTURAL FLOOR PLANS:

- Provide a separate plan for each level. Include one plan for repetitive, identical floors.
- Must include north arrow and a graphic scale.
- Notes/labels should identify floor level, dimensions, room names, equipment, section cuts, etc.
- All section cut symbols must be complete, coordinated, and refer to the consecutive page number where sections and details are located.
- Differentiate new from existing with hatching or tone.
- Must include all floors.
- Must include a roof plan.
- Arrangement of interior spaces with window and door locations and rooms labeled.
- Locations of mechanical equipment (exterior), electrical meter location and electrical service access, water heaters, gas meters and regulators, vents, etc.
- Must include location and type of all outdoor lighting fixtures.
- On existing floor plans, note any removal of existing building elements; differentiate new from existing with hatching.
- Where an addition to an existing building is proposed, provide existing plans noting any removal or alteration of existing building elements.

PREVIOUS AND CURRENT ARCHITECTURAL BUILDING ELEVATIONS (ALL SIDES):

- Must include proposed materials (including walls, foundations, roofs, chimney flues, gutters and downspouts, porches, window/door types, etc.).

- Must include all elevations regardless of visibility.
- Must include elevation labels according to compass orientation.
- All section cut symbols must be complete, coordinated, and refer to the consecutive page number where sections and details are located.
- Must indicate existing grade and proposed grade, with finished floor elevations and building height, measured from the highest curb elevation adjacent to the site. Indicate flood plain requirements where relevant.
- Must include all penetrations through the exterior wall including mechanical vents and equipment.
- Must include location and type of outdoor lighting fixtures.
- Must include design and location of all signage that is integral to the building architecture.
- Where an addition to an existing building is proposed, elevations must clearly indicate any removal of building elements.

BUILDING SECTIONS:

- Building sections should be provided for each area where significant changes in the building's construction and/or volume occur. They must include critical vertical and horizontal dimensions.
- All section cut symbols must be complete, coordinated, and refer to the consecutive page number where sections and details are located.

WALL SECTIONS:

- Wall sections should depict the various construction systems and materials specific to the proposed area of the building (i.e., not simply a "typical" wall section). Wall section(s) should depict material relationships, and generally should depict the wall construction from the ground plane to the building's parapet or eave line at every change in wall conditions (including porches, balconies, canopies, recesses piazza screens, bays, door and window openings, etc.). Incorporate break lines as necessary to fit the page.
- All section cut symbols must be complete, coordinated, and refer to the consecutive page number where sections and details are located.

MATERIALS

- Material selections including samples, brochures, and/or photographs of all exterior materials, finishes, windows, and fixtures. Samples are primarily required for atypical materials (i.e., a synthetic cornice) and not for wood, stucco, etc. (unless otherwise specified by the City Architect).

DETAILS

- Detail drawings should include complicated moments, interesting architectural elements and areas of note.

PHOTOGRAPHS

- Photographs of existing site and structure (if any). Also include photographs of surroundings sufficient to explain context. This includes, but is not limited to, buildings, signs, and site features. One good quality image per 8-1/2 x 11 page. All photos submitted shall be of sufficient size and quality to allow for review of existing conditions.

Printed Name _____

Date ____/____/____

Signed Name _____

Final Review:

Review of the completion of the preliminary design based on completed construction documents and material specifications, consistent with the level of quality of the previous phases.

FINAL CONSTRUCTION DOCUMENTS:

- Must include a list of Staff and Board Comments from the previous meeting with responses explaining how previous comments have been addressed.
- Sufficient for construction purposes, depicting all materials and methods of each type of construction affecting the exterior appearance of the structure, or as specifically requested by the Board of Architectural Review or staff. All section cut symbols must be complete, coordinated, and refer to the consecutive page number where sections and details are located.
- Material selections including samples, brochures, and/or photographs of all exterior materials, finishes, windows, and fixtures. Samples are primarily required for atypical materials (i.e., a synthetic cornice) and not for wood, stucco, etc. (unless otherwise specified by the City Architect).
- The requirement for an on-site, full-scale mock-up panel for final confirmation of materials and for craftsmanship will be determined by the City Architect. See specific submittal requirements for mock-up panel drawings. Submit mock-up panel drawings with final phase review drawings. Bring the project renderings to the on-site mock-up review to illustrate the location of mock-up components

TITLE PAGE:

- Must include applicant name and contact information, project name, address and drawing index (page number on each sheet in the lower right corner. Number all pages sequentially starting at one and continuing).
- Must include dates of all previous reviews by TRC, Zoning (BZA or Staff) and BAR.
- Must include a list of Staff and Board Comments from the previous meeting with responses explaining how previous comments have been addressed.

PREVIOUS AND CURRENT ARCHITECTURAL SITE PLANS, DETAILS AND CONTEXT PLAN:

- Layout of all structures (with north arrow, graphic drawing scale, cardinal directions, property lines, dimensions and adjacent streets labeled).
- Layout of all paved or gravel areas, walls, gates, mechanical equipment, parking spaces, trees, other significant site features etc. with materials clearly noted.
- Existing building(s) adjacent to the property on all sides.
- Any demolition or removal of existing site features.
- The ground floor plan and how it relates to the site.
- Must include FEMA zone information.
- Must include location and type of outdoor lighting fixtures.

PREVIOUS AND CURRENT ARCHITECTURAL FLOOR PLANS:

- Provide a separate plan for each level. Include one plan for repetitive, identical floors.
- Must include north arrow and a graphic scale.
- Notes/labels should identify floor level, dimensions, room names, equipment, section cuts, etc.

- All section cut symbols must be complete, coordinated, and refer to the consecutive page number where sections and details are located.
- Differentiate new from existing with hatching or tone.
- Must include all floors.
- Must include a roof plan.
- Arrangement of interior spaces with window and door locations and rooms labeled.
- Locations of mechanical equipment (exterior), electrical meter location and electrical service access, water heaters, gas meters and regulators, vents, etc.
- Must include location and type of all outdoor lighting fixtures.
- On existing floor plans, note any removal of existing building elements; differentiate new from existing with hatching.
- Where an addition to an existing building is proposed, provide existing plans noting any removal or alteration of existing building elements.

PREVIOUS AND CURRENT ARCHITECTURAL BUILDING ELEVATIONS (ALL SIDES):

- Must include proposed materials (including walls, foundations, roofs, chimney flues, gutters and downspouts, porches, window/door types, etc.).
- Must include all elevations regardless of visibility.
- Must include elevation labels according to compass orientation.
- All section cut symbols must be complete, coordinated, and refer to the consecutive page number where sections and details are located.
- Must indicate existing grade and proposed grade, with finished floor elevations and building height, measured from the highest curb elevation adjacent to the site. Indicate flood plain requirements where relevant.
- Must include all penetrations through the exterior wall including mechanical vents and equipment.
- Must include location and type of outdoor lighting fixtures.
- Must include design and location of all signage that is integral to the building architecture.
- Where an addition to an existing building is proposed, elevations must clearly indicate any removal of building elements.

BUILDING SECTIONS:

- Building sections should be provided for each area where significant changes in the building's construction and/or volume occur. They must include critical vertical and horizontal dimensions.
- All section cut symbols must be complete, coordinated, and refer to the consecutive page number where sections and details are located.

WALL SECTIONS:

- Wall sections should depict the various construction systems and materials specific to the proposed area of the building (i.e., not simply a "typical" wall section). Wall section(s) should depict material relationships, and generally should depict the wall construction from the ground plane to the building's parapet or eave line at every change in wall conditions (including porches, balconies, canopies, recesses piazza screens, bays, door and window openings, etc.). Incorporate break lines as necessary to fit the page.

- All section cut symbols must be complete, coordinated, and refer to the consecutive page number where sections and details are located.

MATERIALS

- Material selections including samples, brochures, and/or photographs of all exterior materials, finishes, windows, and fixtures. Samples are primarily required for atypical materials (i.e., a synthetic cornice) and not for wood, stucco, etc. (unless otherwise specified by the City Architect).

DETAILS

- Detail drawings should include complicated moments, interesting architectural elements and areas of note.

PHOTOGRAPHS

- Photographs of existing site and structure (if any). Also include photographs of surroundings sufficient to explain context. This includes, but is not limited to, buildings, signs, and site features. One good quality image per 8-1/2 x 11 page. All photos submitted shall be of sufficient size and quality to allow for review of existing conditions.

Final Review by Staff: *Review of the completion of the Board-approved project based on completed "For-Permit" construction documents and material specifications, consistent with the level of quality and requirements of the previous phases.*

The Final Review drawings should reflect 100% completion of the architect's Construction Documents Phase and represent "For Permit" drawings. ALL "FINAL REVIEW by STAFF" WILL BE REVIEWED IN THE BUILDING PERMIT.

- Final "For-Permit" construction documents shall be sufficient for obtaining a Building Permit, depicting all materials and details for the project including all drawings of all consultants.
- All section cut symbols must be complete, coordinated, and refer to the appropriate page number where sections and details are located.
- IMPORTANT: Cloud all changes to Final Review documents comprehensively.**

Printed Name _____

Date ____ / ____ / ____

Signed Name _____

Attachment C: Materials from Park City, UT

PARK CITY MUNICIPAL CORPORATION
 PLANNING DEPARTMENT
 445 MARSAC AVE ° PO BOX 1480
 PARK CITY, UT 84060
 (435) 615-5060



HISTORIC DISTRICT DESIGN REVIEW PRE-APPLICATION

For Office Use Only

PROJECT PLANNER _____	APPLICATION # _____
	DATE RECEIVED _____
	EXPIRATION _____

The Pre-Application is for general information regarding what will be required for the full Historic District Design Review (HDDR) application and to answer general questions pertaining to the potential project. The Pre-Application Conference is not intended to represent exactly what can be done with a structure or project, but rather serve as a first step and help educate an applicant in the future process going forward and to familiarize them with the Design Guidelines. Further, feedback provided via this meeting should not be considered binding of any approval or disapproval. Approval occurs in accordance with the requirements of Land Management Code 15-11-12. Information provided at this meeting is based upon the accuracy of the information provided by the applicant.

PROJECT INFORMATION

NAME: _____

ADDRESS: _____

TAX ID: _____ OR
 SUBDIVISION: _____ OR

SURVEY: _____ LOT #: _____ BLOCK #: _____

APPLICANT INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE #: () - _____

EMAIL: _____

APPLICANT REPRESENTATIVE

NAME: _____

MAILING ADDRESS: _____

PHONE #: () - _____

EMAIL: _____

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.gov.

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____

Name of Applicant: _____

PRINTED

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____

PRINTED

Mailing Address: _____

Street Address/ Legal Description of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner's Association is the applicant than the representative/president must attaché a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CCRs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.gov.

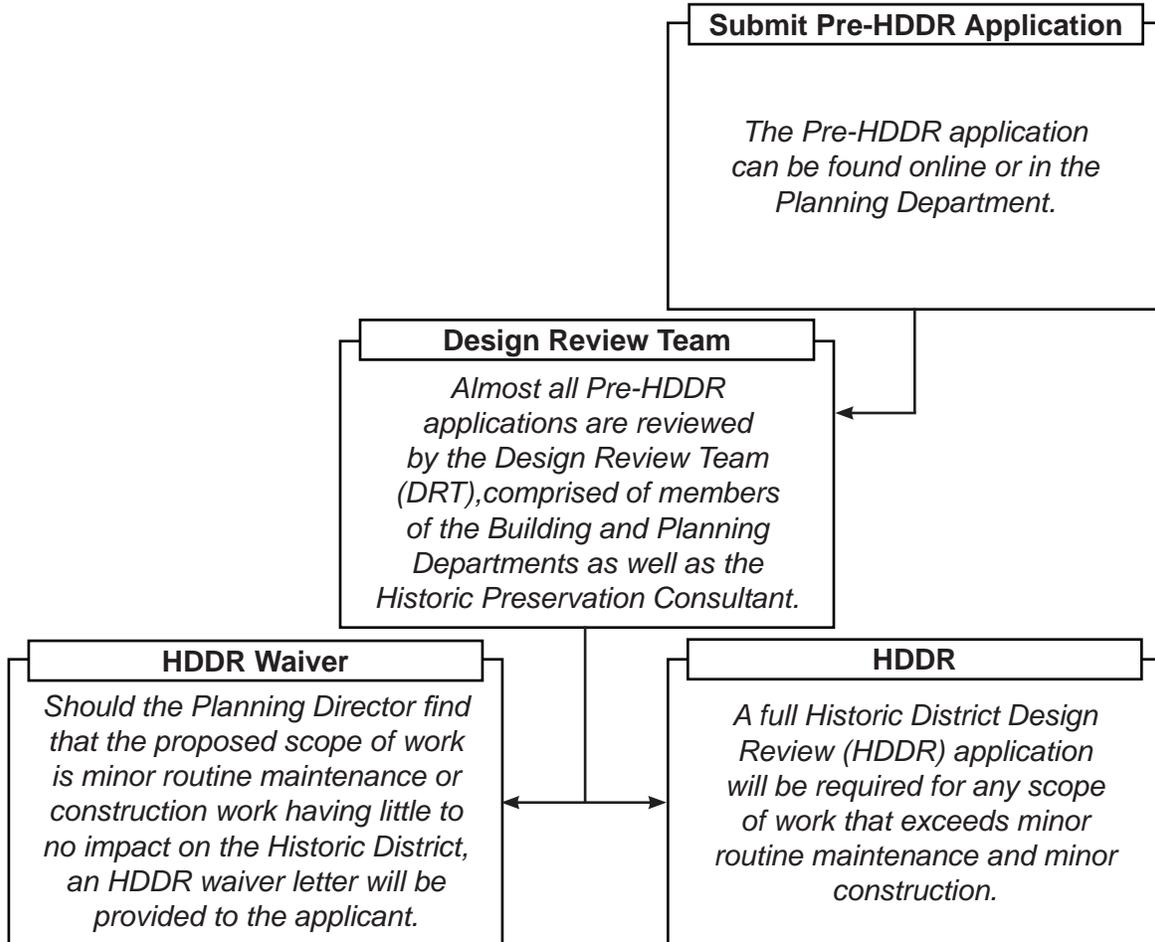
**PHYSICAL CONDITIONS REPORT
&
HISTORIC PRESERVATION PLAN**

**INFORMATION GUIDE
AND APPLICATIONS**

INFORMATION GUIDE

It is deemed to be in the best interest of the citizens of Park City, as well as the State of Utah, to encourage the preservation of buildings, structures, and sites of historic significance in Park City. These buildings, structures, and sites are among the City's most important cultural, educational, and economic assets.

Application Process for sites in the Historic District



The Planning Department is authorized to require that developers prepare a Physical Conditions Report and Historic Preservation Plan as a condition of approving an application that affects a historic structure, site, or object.

What is a Physical Conditions Report?

A Physical Conditions Report is a preservation and rehabilitation tool that identifies, describes, and evaluates the existing condition of a historic building at the specific point in time that the report is completed. It should document the history of construction and past alterations based on physical and documentary evidence. It should also evaluate the condition of specific character-defining features that make up the site or structure.

What is a Historic Preservation Plan?

A Historic Preservation Plan recommends an overall treatment approach in order to address

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org. Updated 10/2014.

the conditions documented by the Physical Conditions report. The Historic Preservation Plan assesses and guides the effects of the proposed construction-related work in order to ensure that the proposed project complies with the Design Guidelines for Historic Districts and Historic Sites.

What does a Physical Conditions Report include?

A Physical Conditions Report is a comprehensive redecoration and evaluation of the elements, features, and spaces that make up a historic site or structure. The report shall identify each element, feature, and/or space and provide a detailed description of:

- What is it?
- What does it look like?
- What is it made of?
- How was it constructed?

The Physical Conditions Report should be completed after conducting a visual inspection of the existing conditions including uninhabitable space such as roofs, attics, basements, and crawlspaces. Selective demolition or removal of wall and floor coverings may be helpful, but is not required.

What does a Historic Preservation Plan include?

The Historic Preservation Plan outlines proposed treatments for the elements, features, and/or spaces identified by the Physical Conditions Report. These treatment options should be consistent with the Design Guidelines for Historic Districts and Historic Sites, consider potential impacts of proposed treatments, and avoid significantly altering the historic site's or structure's historic integrity.

What is the purpose of the Physical Conditions Report and Historic Preservation Plan?

The Physical Conditions Report helps establish the scope of work for the proposed project. By determining the condition of the specific elements and character-defining features of the site or structure, the report aids the applicant in selecting an appropriate treatment method for the Historic Preservation Plan.

The four (4) recognized treatment options are:

- **Preservation.** If you want to stabilize a building or structure, retain most or all of its historic fabric, and keep it looking the way it does now, you will be preserving it. Preservation is the first treatment to consider and it emphasizes conservation, maintenance and repair.
- **Rehabilitation.** If you want to update a building for its current or a new use, you will be rehabilitating it. Rehabilitation, the second treatment, also emphasizes retention and repair of historic materials, though replacement is allowed because it is assumed that the condition of existing materials is poor.
- **Restoration.** If you want to take a building back to an earlier time by removing later features, you will be restoring it. Restoration, the third treatment, centers on retaining materials from the most significant period in the property's history. Because changes in a site convey important information about the development history of that site and its structures, restoration is less common than the previous treatments.
- **Reconstruction.** If you want to bring back a building that no longer exists or cannot be repaired, you will be reconstructing it. Reconstruction, the fourth treatment, is used to recreate a non-surviving building or one that exists now, but is extremely deteriorated and unsalvageable. Reconstruction is rarely recommended.

Most projects will employ two (2) or more of these treatments.

The Historic Preservation Plan outlines the proposed treatment for each element, feature, and/or space documented in the Physical Conditions Report. The Historic Preservation Plan considers the current and proposed program needs of the site and/or structure in order to guide treatment approaches and prevent alterations that may have an adverse effect on the site and/or structure.

Who can complete a Physical Conditions Report and Historic Preservation Plan?

The Physical Conditions Report and Historic Preservation Plan may be prepared by the property owner, architect, structural engineer, historic preservation consultant, contractor, or other members of the design team.

INSTRUCTIONS FOR PHYSICAL CONDITIONS REPORT

The purpose of the Physical Conditions Report is to document the existing conditions of the site, its buildings, and structures. All sites, historic or otherwise, that are subject to a Historic District Design Review application are required to complete a Physical Conditions Report. This form may be completed and submitted to the Planning Department prior to your Pre-Application Conference.

It is important to identify each element, feature, or space of a historic site and/or structure as all materials, elements, features, and space show the history of construction and past alterations that make up the historic site and/or structure as it exists today. Together and individually, these components contribute to or detract from the historic integrity. Each component should be described regardless of its historical significance.

Please note the following:

- 1. Multiple Buildings and/or Structures.** For Historic District Design Reviews (HDDR) that include more than one (1) structure, please complete an individual Physical Conditions Report for each structure on the site.
- 2. Conditions Assessment.** In order to fully document each element, feature, and/or space of the historic site or structure, a description of the individual item as well as a conditions evaluation should be provided.

At a minimum, the description narrative should describe the overall appearance, material, and condition of each element, feature, and/or space. The description should also identify and evaluate causes for deterioration, decay, or loss of material. Descriptions should refer to the location and the extent of the deficiency. Photo-documentation should be referenced as well. Any limitations or obstacles to an inspection should be noted as part of the description.

Window and Door Survey forms have been included as part of this application. All window and door openings should be assigned a number and described as part of the survey. Windows and doors in pairs or groupings should be assigned separate numbers.

- 3. Structural Evaluation.** A licensed structural engineer's report should be provided for any proposed panelization or reconstruction project. The structural engineer must certify that the building cannot be reasonably moved intact and demonstrate that the structural system is failing.
- 4. Conditions Evaluation.** Each element, feature, and/or space of the historic site or structure shall be described in detail and include photographic documentation to illustrate the condition. Conditions shall be assessed as:

- **Excellent Condition.** An element, feature, and/or space is evaluated to be in good condition when it meets the following criteria:
 - It is intact, structurally sound, and performing its intended purpose
 - There are no cosmetic imperfections
 - Needs no repair
- **Good Condition.** An element, feature, and/or space is evaluated to be in good condition when it meets the following criteria:
 - It is intact, structurally sound, and performing its intended purpose
 - There are few cosmetic imperfections
 - It needs only minor or routine maintenance

- *Fair Condition.* An element, feature, and/or space is evaluated to be in fair condition when it meets the following criteria:
 - There are early signs of wear, failure, or deterioration though the element or feature is generally structurally sound and performing its intended purpose
 - There is a failure of a sub-component of the element or feature
 - Replacement of up to 25% of the feature or element is required
 - Replacement of a defective sub-component of the element or feature is required.
- *Poor Condition.* An element, feature, and or/space is evaluated to be in poor condition when it meets the following criteria:
 - It is no longer performing its intended purpose
 - It is missing
 - It shows signs of imminent failure or breakdown
 - More than 25% of the feature or element is deteriorated or damaged and the element or feature cannot be made safe and serviceable through repair
 - It requires major repair or replacement

5. Photo Documentation. Historic and current photographic documentation shall be provided for the conditions described in the narrative for each element, feature, and/or space. Digital photos must be comprehensive and clear. At a minimum:

- Photographs of each building elevation should be provided. Multiple photographs may be used to document the entire length of a façade, if necessary.
- Where appropriate, a measuring scale should be included in the photograph to verify dimensions. This should be completed for any photographs of architectural details.
- Each feature described in this report must include at least one (1) corresponding photograph. More than one (1) photograph per description is encouraged.
- Photographs should be numbered and organized in the same order as the narratives described above. Photographs should be printed in color. To avoid creating a large and unmanageable file, it is recommended that you use an image file compressor when importing images into the contact sheets.
- Images on a Disc. Digital copies of the photographs used in the contact sheets that accompany this report should be saved separately on a CD-R and submitted to the Planning Staff with the report. Do not submit original materials. Materials submitted with the form will not be returned to the applicant.
 - i. The size of the images should be at least 3,000 x 2,000 pixels at 300 dpi (pixels per inch) or larger if possible.
 - ii. It is recommended that digital images be saved in 8-bit (or larger) format.
 - iii. TIFF images are preferred, but JPEG images will be accepted.
 - iv. The CD-R should be labeled as PCR Form "Property Address" "Date".
- Contact sheets should be printed in color on high-quality paper (photo paper is preferred).
- The photos should be organized in a clear, comprehensive manner, reflecting the order of the Physical Conditions Report. Captions are recommended, but not required. See next page for example of photo numbering.



PHYSICAL CONDITIONS REPORT

For Use with the *Historic District Design Review (HDDR)* Application

For Official Use Only

PLANNER: _____ APPLICATION #: _____
DATE RECEIVED: _____

PROJECT INFORMATION

NAME: _____
ADDRESS: _____

TAX ID: _____ OR
SUBDIVISION: _____ OR
SURVEY: _____ LOT #: _____ BLOCK #: _____
HISTORIC DESIGNATION: LANDMARK SIGNIFICANT NOT HISTORIC

APPLICANT INFORMATION

NAME: _____
MAILING ADDRESS: _____

PHONE #: () - _____ FAX #: () - _____
EMAIL: _____

APPLICANT'S REPRESENTATIVE INFORMATION

NAME: _____
PHONE #: () - _____
EMAIL: _____

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org. Updated 10/2014.

ACKNOWLEDGMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City’s review of the proposal. Any additional analysis required would be processed through the City’s consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____

Name of Applicant: _____

Mailing _____

Address: _____

Phone #: () - _____ Fax #: () - _____

Email: _____

Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____

Mailing Address: _____

Street Address/ Legal _____

Description of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner’s Association is the applicant than the representative/president must attaché a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org. Updated 10/2014.

SAMPLE PHYSICAL CONDITIONS REPORT

This sample is based on the residence located at 664 Woodside Ave.

Sample Detailed Description of Existing Conditions:

7. Porches

Use this section to describe the porches. Address decorative features including porch posts, brackets, railing, and floor and ceiling materials. Supplemental pages should be used to describe additional elements and features.

Element/Feature: Front Porch (East Facade)

This involves: An original part of the building
 A later addition

Estimated date of construction: 1930s

Describe existing feature:

Based on evidence from Sanborn Maps and historic tax photographs, the L-shaped front porch is an extension of the original 1905 porch and was constructed sometime in the 1930s. The square railings and square balustrades, square porch posts, porch ceiling, roof structure, and square horizontal members are all made of painted wood. The decking material is poured concrete. The roof of the porch is a shed roof and the roof material is standing seam metal. The porch is located on the east facade, wraps along the south facade, and continues to the west facade. The railing and balustrades break at the front entrance door, at the south end of the east facade, and at the side entrance which is centered on the south facade. The porch is flush with the existing grade on the east facade. The porch is very un-ornamental with no brackets or other decorative features.

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Several of the wood porch posts and horizontal members have been replaced. The new wood porch posts and horizontal members are unpainted. The remaining historic wood railings and balustrades, porch posts, porch ceiling, roof structure, and horizontal members are missing paint. The fascia board at the connection between the east facade gable and porch roof is rotted and damaged. Wires are hanging/detached near the east facade gable and porch roof connection on the east facade. The flashing between the main roof and the porch roof is showing signs of rust.

Photo Numbers: 1, 2, 3, 4, 5, 6, 7, 9, 12, 13

Illustration Numbers: 7a

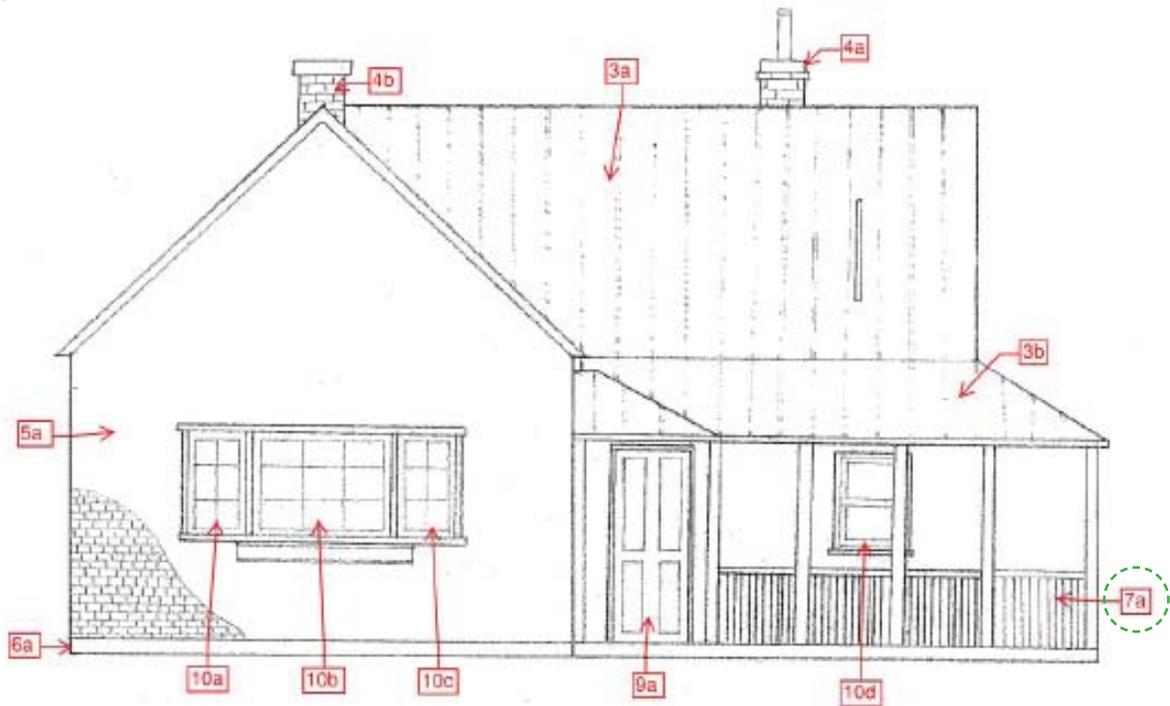
Multiple photos provide detailed documentation of existing features and any deficiencies.

Number corresponding to the illustration on the following page.

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org. Updated 10/2014.

SAMPLE ILLUSTRATION

East Facade:



If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org. Updated 10/2014.

SAMPLE PHOTO DOCUMENTATION SHEET

Photo #1: East Elevation



Photo #2: East Elevation Porch Ceiling and Support Structure Detail



If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org. Updated 10/2014.

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PHYSICAL CONDITIONS REPORT

Detailed Description of Existing Conditions. Use this page to describe all existing conditions. Number items consecutively to describe all conditions, including building exterior, additions, site work, landscaping, and new construction. Provide supplemental pages of descriptions as necessary for those items not specifically outlined below.

1. Site Design

This section should address landscape features such as stone retaining walls, hillside steps, and fencing. Existing landscaping and site grading as well as parking should also be documented. Use as many boxes as necessary to describe the physical features of the site. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

2. Structure

Use this section to describe the general structural system of the building including floor and ceiling systems as well as the roof structure. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

3. Roof

Use this section to describe the roofing system, flashing, drainage such as downspouts and gutters, skylights, chimneys, and other rooftop features. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

4. Chimney

Use this section to describe any existing chimneys. One box should be devoted to each existing chimney. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

5. Exterior Walls

Use this section to describe exterior wall construction, finishes, and masonry. Be sure to also document other exterior elements such as porches and porticoes separately. Must include descriptions of decorative elements such as corner boards, fascia board, and trim. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building

A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies:

Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies:

Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies:

Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

6. Foundation

Use this section to describe the foundation including its system, materials, perimeter foundation drainage, and other foundation-related features. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

7. Porches

Use this section to describe the porches. Address decorative features including porch posts, brackets, railing, and floor and ceiling materials. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies:

Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

8. Mechanical System, Utility Systems, Service Equipment & Electrical

Use this section to describe items such as the existing HVAC system, ventilation, plumbing, electrical, and fire suppression systems. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

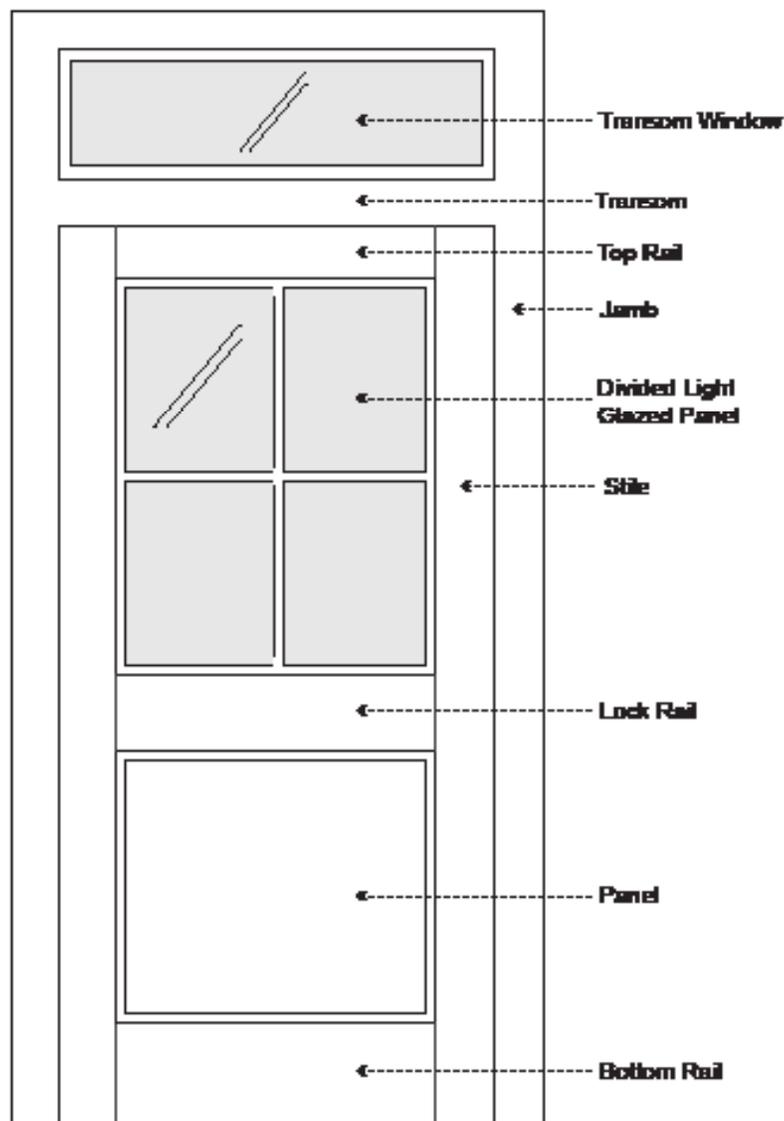
Photo Numbers: _____ Illustration Numbers: _____

9. Door Survey

Basic Requirements

1. All door openings on the exterior of the structure should be assigned a number and described under the same number in the survey form. Doors in pairs or groupings should be assigned individual numbers. Even those not being replaced should be assigned a number corresponding to a photograph or drawing of the elevation, unless otherwise specified specifically by the planner.
2. Describe the issues and conditions of each exterior door in detail, referring to specific parts of the door. Photographs depicting existing conditions may be from the interior, exterior, or both. Additional close-up photos documenting the conditions should be provided to document specific problem areas.
3. The Planning Department's evaluation and recommendation is based on deterioration/damage to the door unit and associated trim. Broken glass and normal wear and tear are not necessarily grounds for approving replacement.
4. The condition of each door should be documented based on the same criteria used to evaluate the condition of specific elements and features of the historic structure or site: Good, Fair, Poor.

Don't forget to address service, utility, and garage doors where applicable.



If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org. Updated 10/2014.

Door Survey Form

Total number of door openings on the exterior of the structure: _____

Number of historic doors on the structure: _____

Number of existing replacement/non-historic doors: _____

Number of doors completely missing: _____

Please reference assigned door numbers based on the Physical Conditions Report.

Number of doors to be replaced: _____

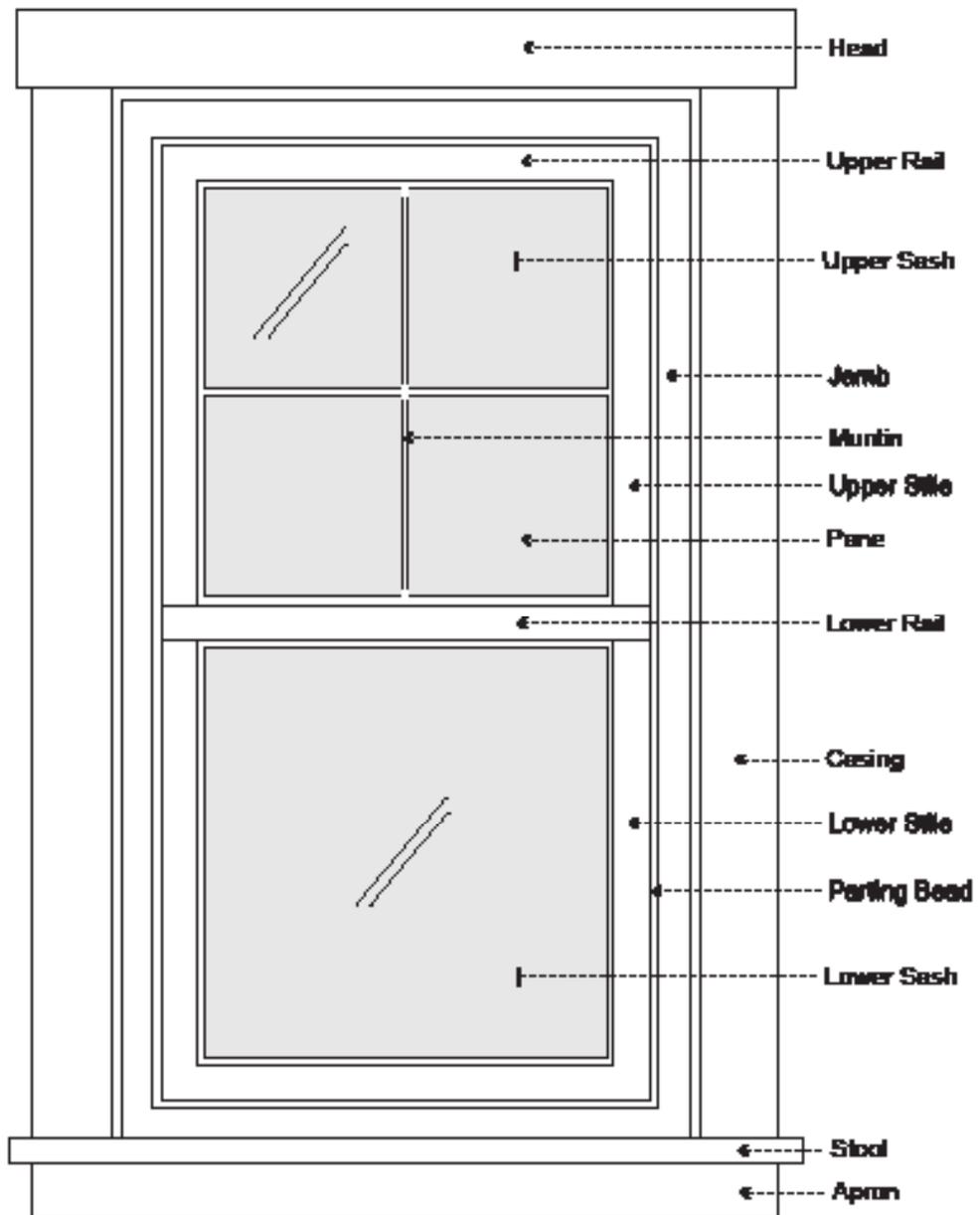
Door #:	<i>Existing Condition (Excellent, Good, Fair, Poor):</i>	<i>Describe any deficiencies:</i>	Photo #:	<i>Historic (50 years or older):</i>
	Fair			
	Good			
	Fair			

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org. Updated 10/2014.

10. Window Survey

Basic Requirements

1. All window openings on the structure should be assigned a number and described under the same number in the survey form. Windows in pairs or groupings should be assigned individual numbers. Even those not being replaced should be assigned a number corresponding to a photograph or drawing of the elevation, unless otherwise specified specifically by the planner.
2. Describe the issues and conditions of each window in detail, referring to specific parts of the window. Photographs depicting existing conditions may be from the interior, exterior, or both. Additional close-up photos documenting the conditions should be provided to document specific problem areas.
3. The Planning Department's evaluation and recommendation is based on deterioration/damage to the window unit and associated trim. Broken glass and windows that are painted shut alone are not grounds for approving replacement.



If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org. Updated 10/2014.

11. Interior Photographs

Use this section to describe interior conditions. Provide photographs of the interior elevations of each room. (This can be done by standing in opposite corners of a square room and capturing two walls in each photo.)

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies:

Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies:

Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies:

Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Supplemental Sheets

Supplemental Page ____ of ____

Supplemental pages should be used to describe any additional elements and features not previously described in this packet.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT
445 MARSAC AVE - PO BOX 1480
PARK CITY, UT 84060
(435) 615-5060



HISTORIC PRESERVATION PLAN

For Use with the *Historic District/Site Design Review* Application

For Official Use Only

PLANNER: _____ APPLICATION #: _____

DATE RECEIVED: _____

PLANNING DIRECTOR _____ CHIEF BUILDING OFFICIAL _____
APPROVAL DATE/INITIALS: _____ APPROVAL DATE/INITIALS: _____

PROJECT INFORMATION

LANDMARK SIGNIFICANT DISTRICT: _____

NAME: _____

ADDRESS: _____

TAX ID: _____ OR

SUBDIVISION: _____ OR

SURVEY: _____ LOT #: _____ BLOCK #: _____

APPLICANT INFORMATION

NAME: _____

PHONE #: () - _____ FAX #: () - _____

EMAIL: _____

INSTRUCTIONS FOR HISTORIC PRESERVATION PLAN

The purpose of the HISTORIC PRESERVATION PLAN is to provide a detailed description of the proposed project, including the scope of work, methods/techniques being considered, and the potential impacts and/or benefits to Park City's historic resources. The Planning Department is authorized to require a Historic Preservation Plan as a condition of approving an application for a building project that affects a historic structure, site or object. The Planning Director and the Chief Building Official, or their designees, must approve the Historic Preservation Plan.

It is important to address the condition of each element, feature, or space of a historic site and/or structure as identified by the Physical Conditions Report.

Please note the following:

- 1. Multiple Buildings and/or Structures.** For Historic District Design Reviews (HDDR) that include more than one (1) structure, please complete an individual Physical Conditions Report for each structure on the site.
- 2. Scope of Work.** Summarize the impacts the proposed project will have on each of the elements/features identified by the Physical Conditions Report. If the project proposes a negative impact on any character-defining feature, explain why it is unavoidable and what measures are proposed to mitigate the adverse effects.
- 3. Construction Issues.** Following the format of the Physical Condition Report, summarize the work being proposed for each feature. Provide reference to or excerpts from the Physical Condition Report if needed to supplement the work summaries. Address the treatments being considered and the methods and techniques being proposed.

According to the *Design Guidelines for Historic Districts and Historic Sites* the four treatments for historic sites include:

- **Preservation.** If you want to stabilize a building or structure, retain most or all of its historic fabric, and keep it looking the way it does now, you will be preserving it. Preservation is the first treatment to consider and it emphasizes conservation, maintenance and repair.
 - **Rehabilitation.** If you want to update a building for its current or a new use, you will be rehabilitating it. Rehabilitation, the second treatment, also emphasizes retention and repair of historic materials, though replacement is allowed because it is assumed that the condition of existing materials is poor.
 - **Restoration.** If you want to take a building back to an earlier time by removing later features, you will be restoring it. Restoration, the third treatment, centers on retaining materials from the most significant period in the property's history. Because changes in a site convey important information about the development history of that site and its structures, restoration is less common than the previous treatments.
 - **Reconstruction.** If you want to bring back a building that no longer exists or cannot be repaired, you will be reconstructing it. Reconstruction, the fourth treatment, is used to recreate a non-surviving building or one that exists now, but is extremely deteriorated and unsalvageable. Reconstruction is rarely recommended.
- 4. Conditions Evaluation.** The scope of work for those features/elements identified as fair or poor in the Physical Conditions Report require a more comprehensive approach to its deteriorated condition. Please provide specific details outlining your scope of work.
 - 5. References.** Specific conditions should be addressed using recognized preservation methods. It may be helpful to reference the National Park Service's Preservation Briefs in order to specify

recognized preservation methods for features/elements such as wood windows, porches, and masonry chimneys. These and other features are described in the Preservation Briefs, available online at: <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

Site Design

Use this section should describe the scope of work and preservation treatment for landscape features such as stone retaining walls, hillside steps, and fencing. Existing landscaping and site grading as well as parking should also be documented. Use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Structure

Use this section to describe scope of work and preservation treatment for the general structural system of the building including floor and ceiling systems as well as the roof structure. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Roof

Use this section to describe the proposed scope of work and preservation treatment for the roofing system, flashing, drainage such as downspouts and gutters, skylights, chimneys, and other rooftop features. Use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Chimney

Use this section to describe the proposed scope of work and preservation treatment for any existing chimneys. One box should be devoted to each existing chimney. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Exterior Walls

Use this section to describe the proposed scope of work and preservation treatment for the exterior wall construction, finishes, and masonry. Please describe the scope of work for each individual exterior wall, use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Foundation

Use this section to describe the proposed scope of work and preservation treatment for the foundation including its system, materials, perimeter foundation drainage, and other foundation-related features. Use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Porches

Use this section to describe the proposed scope of work and preservation treatment for all porches. Address decorative features including porch posts, brackets, railing, and floor and ceiling materials.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Doors

Use this section to describe the proposed scope of work and preservation treatment for all exterior doors, door openings, and door parts referenced in the Door Survey of the Physical Conditions Report. Please describe the scope of work for each individual exterior door, use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Windows

Use this section to describe the proposed scope of work and preservation treatment for all exterior windows, window openings, and windows parts referenced in the Door Survey of the Physical Conditions Report. Please describe the scope of work for each individual exterior window, use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Mechanical System, Utility Systems, Service Equipment & Electrical

Use this section to describe proposed scope of work and preservation treatment for items such as the existing HVAC system, ventilation, plumbing, electrical, and fire suppression systems. Supplemental pages should be used to describe additional elements and features. Use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Additions

Use this section to describe the proposed scope of work for any additions. Describe the impact and the preservation treatment for any historic materials. Supplemental pages should be used to describe additional elements and features. Use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

4. PROJECT TEAM

List the individuals and firms involved in designing and executing the proposed work. Include the names and contact information for the architect, designer, preservation professional, contractor, subcontractors, specialized craftspeople, specialty fabricators, etc...

Provide a statement of competency for each individual and/or firm listed above. Include a list or description of relevant experience and/or specialized training or skills.

Will a licensed architect or qualified preservation professional be involved in the analysis and design alternatives chosen for the project? Yes or No. If yes, provide his/her name.

Will a licensed architect or other qualified professional be available during construction to ensure the project is executed according to the approved plans? Yes or No. If yes, provide his/her name.

5. SITE HISTORY

Provide a brief history of the site to augment information from the Historic Site Form. Include information about uses, owners, and dates of changes made (if known) to the site and/or buildings. Please list all sources such as permit records, current/past owner interviews, newspapers, etc. used in compiling the information.

6. FINANCIAL GUARANTEE

The Planning Department is authorized to require that the Applicant provide the City with a financial Guarantee to ensure compliance with the conditions and terms of the Historic Preservation Plan. (See Title 15, LMC Chapter 11-9) Describe how you will satisfy the financial guarantee requirements.

7. ACKNOWLEDGMENT OF RESPONSIBILITY

I have read and understand the instructions supplied by Park City for processing this form as part of the Historic District/Site Design Review application. The information I have provided is true and correct to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Name of Applicant: _____

Supplemental Sheets

Supplemental Page ____ of ____

Supplemental pages should be used to describe the scope of work and preservation treatment for any additional elements and features not previously described in this packet.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

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PARK CITY MUNICIPAL CORPORATION
 PLANNING DEPARTMENT
 445 MARSAC AVE | PO BOX 1480
 PARK CITY, UT 84060
 (435) 615-5060



HISTORIC DISTRICT DESIGN REVIEW (HDDR)

For Office Use Only

PROJECT PLANNER: _____	APPLICATION #: _____
_____	DATE RECEIVED: _____
_____	EXPIRATION: _____
PLANNING DEPARTMENT: _____	HISTORIC PRESERVATION BOARD: _____
APPROVED: _____	APPROVED: _____
DENIED: _____	DENIED: _____

PROJECT INFORMATION

NAME: _____

ADDRESS: _____

TAX ID: _____ OR
 SUBDIVISION: _____ OR
 SURVEY: _____ LOT #: _____ BLOCK #: _____

APPLICANT INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE #: () - _____ FAX #: () - _____

EMAIL: _____

APPLICANT REPRESENTATIVE INFORMATION

NAME: _____

PHONE #: () - _____

EMAIL: _____

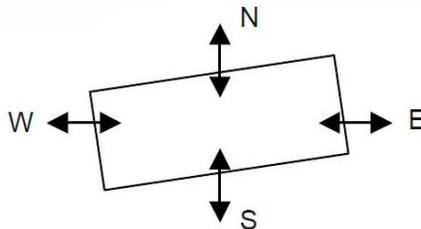
If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.gov.

SUBMITTAL REQUIREMENTS – It is the policy of the Park City Planning Department to only accept applications that have fulfilled all the items listed below at the time of submittal.

1. Complete and signed application.
2. Review Fees
 - \$497.00 – no increase in existing area
 - \$1,518.00 – increase in existing area
3. Project Narrative – Describe the proposal.

Please provide one (1) digital copy (in PDF format) for items 3 through 11 below AND items 14 through 20 IF the HDDR application is for a Historic Property.

4. Existing Site Plan—A certified topographical boundary survey of the existing site prepared by a licensed surveyor at an approved scale with two foot (2') contours, which include the following:
 - Existing grades referenced to USGS elevations
 - Building footprint(s) of all existing buildings, structures, and improvements on site, including square footage and how it was calculated.
 - Existing physical encroachments on- and off-site
 - Existing utility locations
 - Existing vegetation
 - Existing drainage facilities
 - Existing on- and off-site circulation and parking
5. Current Photographs which include the following:
 - Four (4) panoramic views of the existing property showing the site from the perimeter of the property from 90-degree compass intervals (camera facing toward site).
 - Four (4) panoramic views showing the neighborhood taken from the perimeter of the property at 90-degree compass intervals (camera facing away from site).
 - One (1) aerial photograph placing the subject property in the neighborhood context.



6. Proposed Site Plan—Based on the submitted certified topographic boundary survey drawn at an approved scale with two foot (2') contours, which include the following:
 - Proposed grades referenced to USGS elevations
 - Proposed building footprint(s) of all buildings, structures, and improvements on site, including square footage and how it was calculated.
 - Superimposed building roof plans of all structures on site having ridgelines referenced to USGS elevations
 - Existing Grade (USGS)
 - Existing physical encroachments on- and off-site – Provide a copy of any recorded easements or encroachment agreements.
 - Proposed utility and mechanical equipment locations
 - Existing and proposed vegetation
 - Proposed drainage facilities
 - Proposed on- and off-site circulation and parking
 - Proposed ground surface treatments
 - Retaining wall elevations (USGS)

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7. Landscape plan drawn to scale illustrating proposed locations of plants including botanical names, sizes, and quantities. All pavement, retaining walls, patios, etc. shall be included.
8. Complete set of proposed floor plans drawn at quarter-inch scale. Floor plans should include property line locations.
9. Complete set of building sections drawn at quarter-inch scale, demonstrating the following:
 - USGS datum points indicating existing and/or proposed floor levels
 - Any additional diagrams necessary to confirm height compliance
10. Complete set of proposed building elevations- All building elevations illustrating the proposed work drawn to quarter-inch scale, with the elevations referenced to USGS datum on the submitted site plan demonstrating the following:
 - USGS datum points indicating existing and/or proposed floor levels
 - Proposed final grade
 - Top of foundations
 - Overall roofline
 - Measurement line drawn 27 feet above and parallel to final grade
 - Measurement string line identifying the highest point of the structure
 - Any additional diagrams necessary to confirm height compliance
 - Proposed materials called out
11. Streetscape Elevation—A streetscape including 100 feet (100') on either side of the subject property along the project side of the street to indicate accurate height, width, and building separations for all proposed work in relation to existing surrounding and adjacent buildings. It should be drawn at one-eighth inch (1/8") scale (minimum scale). If access to properties is limited, a photographic streetscape is allowed.
12. Construction Details—Any construction details drawn to an approved scale, along with manufacturer's cut sheets for proposed windows, doors, handrails, exterior trim, architectural ornamentation, etc.
13. Current title report dated within 30 days of submittal.
14. Parcel Number, and mailing address for properties within 100 feet, measured from the property line. Template is available through <https://www.parkcity.org/departments/planning>.

ADDITIONAL REQUIREMENTS FOR HISTORIC SITES

15. Measured As-Built Drawings—A complete set of measured drawings—elevations, floor plans, sections, and/or details—depicting existing and/or historic conditions. Drawings:
 - Should be drawn at quarter-inch (1/4") scale
 - Must be produced from recorded, accurate measurements taken in the field and not based on estimates or assumptions. Dimensions should be shown on the drawing.
 - Must not include portions of the building(s) that are not accessible. Instead, these areas must be clearly labeled on the drawing as inaccessible.
 - Must indicate existing materials along with construction details of any innovative or problematic structural or mechanical systems that are incorporated into the building.
 - Should differentiate additions by shading as indicated:
 - i. Original building—blackened-in walls
 - ii. Addition(s)—different shading to illustrate the progression of additions with a legend with corresponding dates
 - iii. Illustrate the historical configuration (if known) with dashed lines
 - Should include interior dimensions and room names (optional but recommended)
16. Physical Conditions Report and Historic Preservation Plan (see instructions in the form).
17. Historic Photographs (if available).
18. Historic Site Form (available from the Planning Department).

PROPERTY INFORMATION

1. Historic Site? No Yes: Landmark Site Significant Site

2. Existing Zoning: _____

3. Current Use of Property: _____

4. Please Check the following statements that are applicable to the proposed project:

Lot Size: Acres: _____ Square Feet: _____

Building (Main) Existing: _____ Proposed: _____
Square Footage:

Building (Accessory) Existing: _____ Proposed: _____
Square Footage:

Number of Existing: _____ Proposed: _____
Residential Units:

Commercial Area: Gross Floor Area: Net Leasable Area:

5. Type(s) of Proposed Building Activity:
 Retail Office Other (specify): _____

6. Number of Parking Spaces:
Existing: _____ Proposed: _____

7. Is any new construction or addition occurring on a slope greater than 30%?
 Yes No

8. Is the project located in the Sensitive Lands Overlay?
 Yes No

9. Occupancy type: (check one)
 Owner Occupied Lease Nightly Rental
 Condominium Timeshare



ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____

Name of Applicant: _____

PRINTED

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____

PRINTED

Mailing Address: _____

Street Address/ Legal Description of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner's Association is the applicant than the representative/president must attaché a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CCRs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.gov.

