

3.16 Checklist

Historic Construction/Demolition Permit

A historic construction/demolition permit applies for construction or demolition within a historic district or on a historic property listed in UDC Section 50-18.3. See UDC Section 50-37.14 for more information.

Starting the Application Process

- Submit your application materials to the One Stop Shop, Room 210 City Hall, four weeks prior to the HPC meeting. HPC meetings are held on the fourth Tuesday of each month. Your application must include the following:
 - Application Cover Sheet and Applicable Fee
 - Required fee
 - Application for Certificate of Appropriateness

After Your Application

1. Determination of Completeness. Within 15 business days of your application, you should expect to:

- Receive an "Applicant Letter," which acknowledges a complete application, shares the date of the Planning Commission meeting and the assigned staff person, and notifies you of state-mandated deadlines for the City to make a decision, **OR**
- Receive notification that your application is incomplete, with details on further information to submit.

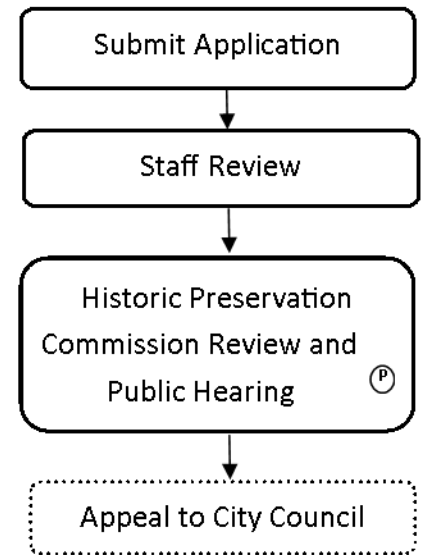
2. Public Notice.

- You are required to post a sign notice** on the property at least two weeks before the date of the public hearing. See UDC Section 50-37.1.H for information on size, placement, and content of each sign; you may want to contact a sign company or printing company to have the sign made. You must provide evidence that the signs were in place; **submit photo(s) of the signs to the Planning Division at least two weeks before the date of the public hearing.**

3. Historic Preservation Commission Decision. The Historic Preservation Commission will review the application, conduct a public hearing, and make a decision to adopt, adopt with modifications, or deny the application. Historic Preservation Commission meetings are scheduled at 2:00 pm on the fourth Tuesday of each month. **We ask that applicants or an agent attend this meeting.** If approved, you will receive a Certificate of Appropriateness (COA).

Note that other city codes may apply to your project. Please be aware of any applicable Building Code (Construction Services Division), Fire Code (Life Safety Division), and stormwater/engineering (Engineering Division) regulations. The zoning approval may be only the first step in a several step process.

Historic Construction/ Demolition Permit



(P) Indicates Public Hearing Required

Important Dates

Application Deadline:

Sign Notice Placed:

HPC:

Effective:

**Please note that these dates are approximate guidelines and may change*

**Application for
CERTIFICATE OF APPROPRIATENESS
for Duluth Heritage Preservation Landmarks and Districts**

Please complete this application as it pertains to your project. Attach all information required, including a scope of work form.

Location of Building: _____ Duluth, MN _____
(Street Address) (City, State) (Zip Code)

(Historic Name) (Architect Name(s) - if known)

Owner: _____
(Name) (Street Address, City, State, Zip Code) (Daytime Phone)

Applicant: _____
(Applicant's Name, if other than owner) (Street Address, City, State, Zip Code) (Daytime Phone)

Owner's Signature: _____ **Date:** _____

TYPE OF WORK PROPOSED

- Exterior Restoration Addition to Building Landscaping Signs New Construction
 Interior Restoration (COA may not be required - please check building's preservation plan)

EXTERIOR ALTERATIONS (CHECK ALL THAT APPLY)

- Windows**
- Doors**
- Siding**
- Roof change**
- Chimney**
- Lighting**
- Facade**
- Other**

Checklist of items needed for application:

- Scale drawings of all building elevations impacted by change
- Photos of current condition of all building elevations impacted by
- Detailed specifications and scope of work
- Materials to be used (color number, sample of material & that which is being matched, name of manufacturer & material)
- Detailed drawings of new windows, doors, or other features in scope of work

Description of proposed changes:

Reason for changes: _____

Location of changes on building: _____

ADDITION TO BUILDING

Description of addition:

Reason for changes: _____

Location of addition on site: _____

Reason for addition: _____

Size: _____

(Number of Stories) (Length) (Width) (Height)

Architect: _____ () - _____
(Name) (Street Address, City, State, Zip Code) (Phone)

Contractor: _____ () - _____
(Name) (Street Address, City, State, Zip Code) (Phone)

Checklist of items needed for application:

- Scale drawings of all building elevations impacted by change
- Photos of current condition of all building elevations impacted by change
- Detailed specifications and architectural drawings of existing structure
- Detailed specifications and architectural drawings of new construction (Including but not limited to materials to be used on exterior and architectural elements - color numbers, samples of materials & samples of existing materials being matched, name of manufacturers & materials)
- Site plan showing existing and new construction

LANDSCAPING:

Description of proposed landscape changes: _____

Reason for changes: _____

Location of changes on site: _____

Checklist of items needed for application:

- Detailed architectural landscape design plans to scale with building elevations shown
- Detailed site plans to scale
- Material samples and existing materials samples
- Photos of existing landscape and structures to be impacted.
- Detailed scope of work and specifications.
- Photos of statues, structures, etc. to be incorporated, if appropriate

SIGNS

Purpose: _____

Location: _____

Size: _____

Material: _____

Description: _____

Checklist of items for application:

- Architectural drawings of all building elevations related to new sign - must illustrate the location of both proposed and existing signs and method of lighting (if any).
- Architectural drawings of all proposed signs illustrating style(s), noting dimensions, materials, method of attachment to building or below ground structure, if free-standing, etc.
- Samples of all materials to be used (specific colors).
- Associated lighting, specifications, photos and/or catalog cuts
- A full description of the work to be performed.
- If prefabricated sign, photos and name of manufacturer, model number, etc.

INTERIOR RESTORATION

Description of proposed interior changes:

Reason for interior changes: _____

Location of changes within building: _____

Checklist of items for application:

- Scale drawings of all building elevations impacted by change
- Photos of current condition of all building to be impacted by changes
- Detailed specifications and architectural drawings of modifications to be made (Including but not limited to: materials to be used on exterior and architectural elements - color numbers, samples of materials & samples of existing materials being matched, name of manufacturers & materials)
- Detailed floor plan showing existing and new construction

NEW CONSTRUCTION ON SITE

Description of Addition: _____

Reason for Addition: _____

Location of Addition on site: _____

Size: _____

(Number of Stories)	(Length)	(Width)	(Height)
Architect: _____	_____	_____	() - _____
(Name)	(Street Address, City, State, Zip Code)	(Phone)	
Contractor: _____	_____	_____	() - _____
(Name)	(Street Address, City, State, Zip Code)	(Phone)	

Checklist of items needed for application:

- Scale drawings of all building elevations impacted by change
- Photos of current condition of all building elevations impacted by change
- Detailed specifications and architectural drawings of existing structure
- Detailed specifications and architectural drawings of new construction (Including but not limited to: materials to be used on exterior and architectural elements - color numbers, samples of materials & samples of existing materials being matched, name of manufacturers & materials)
- Site Plan showing existing and new construction

Reductions to 11" by 17" are required of all oversized blueprints, plans, and drawings.

No applications will be processed without a complete application, signed by the owner, and all required attachments.

Duluth Heritage Preservation Commission
Duluth Community Planning Division
Room 208 City Hall
Duluth, MN 55802
Phone: 730-5580

SCOPE OF WORK FORM

Instructions for Completing the Scope of Work Form for Local Historic Landmark Designations

Detailed Description of Work. In the numbered blocks, provide a description of project work. Describe the site work. A separate block should be used to describe each work item and its effect on architectural features or spaces.

In the left block, identify the architectural feature to be impacted, and indicate whether the feature described is original to the building, was added at a later date, or is new construction. Give the approximate date of the feature. In the appropriate space, describe its physical condition. Indicate the photograph or drawing numbers that show the feature described.

In the right block, explain in detail the work to be undertaken. Describe the effect (visual, structural, or other) on existing features. List drawings, marked photographs, or specification page numbers that show the work and impact on the existing building.

Photographs. The applicant must submit a sufficient number of good, clear photographs to document both interior and exterior conditions, including site and environment, prior to any work to be performed, and to show the areas of proposed or completed work.

Elevations and interior features and spaces of the buildings should be shown. All photographs should

be numbered, dated and labeled with the property name, the view (e.g., east side) and a brief description of what is shown; photographs should be keyed to the application narrative, where appropriate. In many cases, it may be helpful to mark directly on the photographs the areas of proposed or complete work. Photographs may be black-and-white or color, but must show architectural features *clearly*. Photographs are not returnable.

Drawings or sketches. Drawings or sketches are required for proposed work to show planned alterations or new construction. They must be sufficiently detailed to show existing wall configurations and anticipated changes. If warranted by the work to be performed, documentation should include floor plans, sections and elevations. All drawings and sketches submitted with the review form should be numbered and should be keyed to the form.

Project amendments. If changes are made to a project at any time after submission of the initial review form, submit a continuation/amendment sheet. Provide the name and address of the property, indicate changes in project work, giving the originally proposed treatment and the amended work item description. Give the owner's name. Sign and date the form. Give the owner's address and daytime telephone number. Return to City Planning Department. (See sample format below)

<p>Scope of Work (Please provide scope of work from architect for all features to be addressed - include all items that follow.)</p> <p>Work Item number: _____ Approx. Date of Feature: _____</p> <p>Architectural Feature: _____</p> <p>Describe the existing feature and its condition:</p> <p>Accompanying photo number:</p>	<p>Describe the work to be done on existing feature:</p> <p>Paint Color Name & Number and Manufacturer:</p> <p>Other materials: Type, Color and Manufacturer (Use additional page if necessary)</p>
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SCOPE OF WORK

<p>Architectural feature: <u>facade brick</u> Approximate date of feature: <u>ca. 1880</u> Description of feature and its condition: Hard pressed red brick with butter joints in good condition. Mortar mostly sound, but deteriorated and missing around downspout at east end of facade. Some graffiti at first floor.</p> <p>Photo No. <u>3.6</u> Drawing No. _____</p>	No. 1	<p>Description of work to be performed on existing feature: Repair and replace existing mortar with new to match existing (see specs.). Remove graffiti with chemical cleaners (see specs.).</p>
<p>Architectural feature: Approximate date of feature: Description of feature and its condition:</p> <p>Photo No. _____ Drawing No. _____</p>	No. 2	<p>Description of work to be performed on existing feature:</p>