

## 3.15 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 (see [Appendix](#))
  - Required fee
  - Application for Certificate of Appropriateness

#### 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; bring a photo(s) of the sign notice to the Historic Preservation Commission meeting.

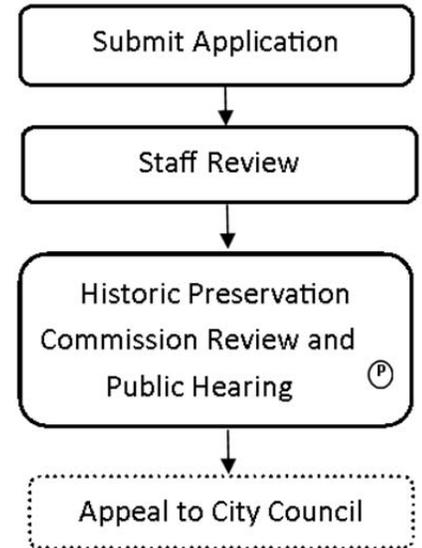
#### Historic Preservation Commission Decision

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. You will be notified when a Historic Preservation Commission hearing is scheduled for your application. Historic Preservation Commission meetings are scheduled at 2:00 pm on the fourth Tuesday of each month.

If approved, you will receive an Certificate of Appropriateness (COA).

- Bring a copy of the COA and approved plans when you submit your building permit.

### 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 Historic 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:** \_\_\_\_\_  
(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 WHICH 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: \_\_\_\_\_

Architect: \_\_\_\_\_

( ) - \_\_\_\_\_

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)
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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.

## 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>_____</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 &amp; 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><b>Architectural feature:</b> <u>facade brick</u>  <b>Approximate date of feature:</b> <u>ca. 1880</u>  <b>Description of feature and its condition:</b>          Hard pressed red brick with butter joints in good condition. Mortar is 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>	<p>No. 1</p>	<p><b>Description of work to be performed on existing feature:</b> Repair and replace existing mortar with new to match existing (see specs.). Remove graffiti with chemical cleaners (see specs.).</p>
<p><b>Architectural feature:</b>  <b>Approximate date of feature:</b>  <b>Description of feature and its condition:</b></p> <p>Photo No. _____ Drawing No. _____</p>	<p>No. 1</p>	<p><b>Description of work to be performed on existing feature:</b></p>
<p><b>Architectural feature:</b>  <b>Approximate date of feature:</b>  <b>Description of feature and its condition:</b></p> <p>Photo No. _____ Drawing No. _____</p>	<p>No. 2</p>	<p><b>Description of work to be performed on existing feature:</b></p>
<p><b>Architectural feature:</b>  <b>Approximate date of feature:</b>  <b>Description of feature and its condition:</b></p> <p>Photo No. _____ Drawing No. _____</p>	<p>No. 3</p>	<p><b>Description of work to be performed on existing feature:</b></p>
<p><b>Architectural feature:</b>  <b>Approximate date of feature:</b>  <b>Description of feature and its condition:</b></p> <p>Photo No. _____ Drawing No. _____</p>	<p>No.4</p>	<p><b>Description of work to be performed on existing feature:</b></p>

<b>Architectural feature:</b> <b>Approximate date of feature:</b> <b>Description of feature and its condition:</b>      Photo No. _____ Drawing No. _____	No.5	<b>Description of work to be performed on existing feature:</b>
<b>Architectural feature:</b> <b>Approximate date of feature:</b> <b>Description of feature and its condition:</b>      Photo No. _____ Drawing No. _____	No. 6	<b>Description of work to be performed on existing feature:</b>
<b>Architectural feature:</b> <b>Approximate date of feature:</b> <b>Description of feature and its condition:</b>      Photo No. _____ Drawing No. _____	No. 7	<b>Description of work to be performed on existing feature:</b>
<b>Architectural feature:</b> <b>Approximate date of feature:</b> <b>Description of feature and its condition:</b>      Photo No. _____ Drawing No. _____	No. 8	<b>Description of work to be performed on existing feature:</b>
<b>Architectural feature:</b> <b>Approximate date of feature:</b> <b>Description of feature and its condition:</b>      Photo No. _____ Drawing No. _____	No. 9	<b>Description of work to be performed on existing feature:</b>

owner of property located partly or entirely within 350 ft. of the area to be rezoned. Failure to give mailed notice as required by this section or any defect in the notice given shall not invalidate any action of the planning commission or council, provided that a bona fide attempt to comply with this section has been made.

(c) **Sign notice** means a sign with minimum dimensions of 24 in. by 30 in. posted as close as reasonably possible to each street frontage on the applicant's property with the text between 3 and 5 ft. above grade level, with a title line reading "Zoning Notice" in letters at least 3 in. tall, and with the remainder of the text in letters at least ½ in. tall. Each sign must be posted at least two weeks before the date of the public hearing, and must remain in place and legible through the date of the public hearing as shown on the sign. If the sign will not be legible at the stated height due to snow accumulations it may be placed higher, but at the lowest elevation that will be legible to the public. If snow obscures the sign during the posting period, the snow shall be removed and/or the sign shall be relocated so as to be legible within 24 hours after snowfall ends. Evidence produced at or before the public hearing that one or more of the required signs were not in place or legible throughout that period shall be grounds for postponement of the public hearing and a requirement to repost the property. Required signs may not be posted in any portion of the public right-of-way.

**2. Content of Notice**

Each required notice shall include the following information:

- (a) The name of the applicant;
- (b) The address of the property;
- (c) A narrative description of the project including the proposed land uses, size (in sq. ft.) and height (in ft. and stories) of any proposed buildings or building expansions;
- (d) The type of permit or approval being sought;
- (e) Contact information where additional information can be obtained from the applicant (which may be an address, telephone number, web site, or e-mail address or other electronic site or method);
- (f) Contact information for the assigned city staff member;
- (g) The date, time and place of the public hearing.

**3. Special Notice Provision for Appeals**

In the case of an appeal to the planning commission or council pursuant to Section 50-37.1.O, mailed notice shall be provided to any interested parties that were notified of the original application and the right to receive notice of any appeal, and who have notified the city in writing that they would like to receive notice of the appeal.

**I. Public Hearings**

- 1. Public hearings before the planning commission and public hearings before the council on matters related to this Chapter shall be conducted pursuant to rules and practices established by each of those bodies and in compliance with state law.
- 2. Attendance shall be open to the public.
- 3. All hearing and decision timeframes shall comply with MSA 15.99.