

Heritage Preservation Commission (HPC)

Certificate of Appropriateness

Application Packet

1. **Application Packet.** *Be sure to complete and submit all the required materials that are a part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.*

The “Application Packet” for an *HPC Project Plan Review* includes the following:

- Application Form *(This form must be filled out completely for all applications)*
- Project Plan Checklist *(Use this Checklist to prepare the Project Plan)*

2. **When is Project Plan Review approval needed by the HPC?**

If the property is located within the Downtown Historic District, the following EXTERIOR improvements require *Project Plan* approval by the *HPC*:

- New Construction
- Remodeling
- Landscaping
- Moving of buildings
- Demolition of buildings in whole or in part
- Awnings
- Painting

3. **What must be submitted?**

- One (1) completed and signed *Application Form*.
- One (1) completed *Project Plan Review Checklist*.
- One (1) copy of the *Project Plan*, drawn to scale and submitted electronically.
- Project Plan Attachments, as described on the *Checklist*.
- The required fee is \$150.

No application will be accepted unless it complies with all the submittal requirements. Applications that are incomplete will be returned to the applicant without further review.

4. **What is the process?**

- Submit all required items to the Community Development Department at least 3 weeks in advance of the HPC meeting date, which is the first Wednesday of the month.
- The following week after the application has been submitted, the Development Review Committee (DRC) **MAY** conduct a preliminary review of the *Project Plan* and make preliminary comments that are communicated to the Contact Person. If the DRC does not review the application, the project plans are forwarded to the HPC for their review.
- **The *Heritage Preservation Commission* regularly meets on the first Wednesday of the month at 6:00 p.m. in the City Council Chambers.**
- Approval is valid for one (1) year from the date of approval. The applicant is also responsible for obtaining all other approvals, in writing, required by all other local, state, and federal agencies. A Building Permit may be issued once all other required approvals have been received.

5. **Where should submittals be made?**

- Submit the completed *Project Plan Application Packet* electronically to:
Mikayla Schmidt, City Planner
mikayla.schmidt@northfieldmn.gov

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,
PLEASE CONTACT MIKAYLA SCHMIDT, CITY PLANNER.**

Phone: 507-645-3059

Email: mikayla.schmidt@northfieldmn.gov

FOR OFFICE USE ONLY:

PERMIT # _____

FEE: \$150.00

Heritage Preservation Commission (HPC)

Project Plan Review

Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Address** for this *Project Plan*:

2. **Legal Description** (attach, if lengthy): _____

3. **Property Identification Number (P.I.D.):** _____

4. **Project Name and Project Description:** _____

5. **Property Owner:** _____

Address: _____

(Street)

(City)

(State)

(Zip)

Telephone: _____

(Business)

(Fax)

6. **Applicant:** _____

Address: _____

(Street)

(City)

(State)

(Zip)

Telephone: _____

(Business)

(Fax)

7. **Contact Person:** _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Business) (Fax)

E-mail address: _____

8. Will you be applying for Reinvestment Tax Credits for this project? _____
If so, have you contacted the State Historic Preservation office about your plans? _____

When acting upon an application for a *Project Plan* approval, the *Heritage Preservation Commission (HPC)* shall rely upon generally accepted site planning criteria and design standards, including the City of Northfield's "Downtown Preservation Design Guidelines" book. These criteria and standards, are necessary to fulfill the intent of the *Heritage Preservation Commission*, *Zoning Ordinance*, the *Comprehensive Plan*, and are the minimum requirements to safeguard the public health, safety, aesthetics, and general welfare.

Obtaining approval of a *Project Plan* does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, MnDOT access permits, et cetera.

I (We) certify that I (we) have submitted all the required information to apply for approval of a Project Plan and that the information is factual.

Signed by: _____ **Date:** _____
(Property Owner)

(Note: No other signature may be substituted for the Property Owner's Signature.)

and: _____ **Date:** _____
(Applicant)

and: _____ **Date:** _____
(Contact Person)

Heritage Preservation Commission (HPC)

Project Plan Review

Project Plan Checklist

(This form must be filled out completely before your application will be accepted.)

- ☐ One (1) copy of a *Project Plan*, drawn to scale and submitted electronically.
- ☐ The *Project Plan* can be prepared by a Landscape Architect, or an Architect, licensed by the State of Minnesota. *The Project Plan must show the following information as of the date of the application. Where appropriate, relevant Zoning Ordinance citations have been given for further information. If it is proposed to change the footprint of the building, contact City Staff for the requirements for a more detailed site plan.*

Note: With approval by City Staff at a Pre-Application Meeting prior to submitting the Project Plan, it may be possible to exclude some of the following items from the Project Plan. Please place a check mark in the box in front of each item that is included as part of the application materials submitted for approval.

- ☐ Name(s) and address(es) of the applicant(s).
- ☐ Name(s) and address(es) of the owner(s) of record of the property.
- ☐ Name and address of the person or firm preparing the Project plan.
- ☐ Property address(es).
- ☐ Date of preparation.
- ☐ North Arrow.
- ☐ Architectural drawing of all new buildings or structures, or alterations, at a scale not to exceed 1"=8', showing the following information (City Code Section 34-1008):
 - ☐ Numerical scale and date;
 - ☐ All exterior wall elevations, indicating floor heights, overall building height and window openings;
- ☐ If new landscaping is proposed, a landscape plan (City Code Section 34-1012) showing:
 - ☐ The location of plants.
 - ☐ Identification of any trees to be removed.
 - ☐ Protection methods for existing trees during construction.

- ☐ Areas to be seeded or sodded.
- ☐ Location, dimensions, topography or any berming.
- ☐ Location and type of underground sprinkler system.
- ☐ A plant list that includes:
 - ☐ The plant species;
 - ☐ The quantity of each type of plant; and,
 - ☐ The size of each plant at the time of planting.
- ☐ The location of fences and walls (if applicable)

Project Plan Attachments:

- ☐ Detailed narrative description of the project.
- ☐ Samples of colors used (the HPC suggests providing samples of historic colors - for example, Sherwin Williams or Benjamin Moore historic paint collections), doors, windows, and awning material.
- ☐ Photographs of the building in historical context. The following are some sources of these photographs.
There are also many historical photographs on file at City Hall.
 - Northfield Public Library (507-645-6606)
 - Northfield Historical Society (507-645-9268)
 - Jeff Sauve, Associate Archivist, St. Olaf College (507-646-3229)