

FOR OFFICE USE ONLY: PERMIT # _____
FEE: \$25 for project value of \$100,000 or less, \$50 for project value of \$100,000 or more
ESCROW: \$1,000

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*:

105 W. 3rd St

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

3. **Property Identification Number (P.I.D.):** 2236475038

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

New Store front at 105 W 3rd St.
Take out old replace rotten frame and
new Window/doors

5. **Property Owner:** Brent Dack

Address: 1404 Parmeadow Dr Northfield Mn 55057
(Street) (City) (State) (Zip)

Telephone: 507-321-1322
(Business) (Fax)

6. **Applicant:** Same

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

Telephone: _____
(Business) (Fax)

7. Contact Person: Samuel

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

Telephone: _____
(Business) (Fax)

E-mail address: _____

8. Will you be applying for Reinvestment Tax Credits for this project? No
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: [Signature] Date: 4/27/18
(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.)

The applicant shall provide seven (7) copies of a Project Plan, which includes the information described below.

- ☐ One (1) copy of a *Project Plan*, drawn to scale on a sheet not to exceed 24" x 36", and one (1) reduced copy no larger than 11" x 17".
- ☐ 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.

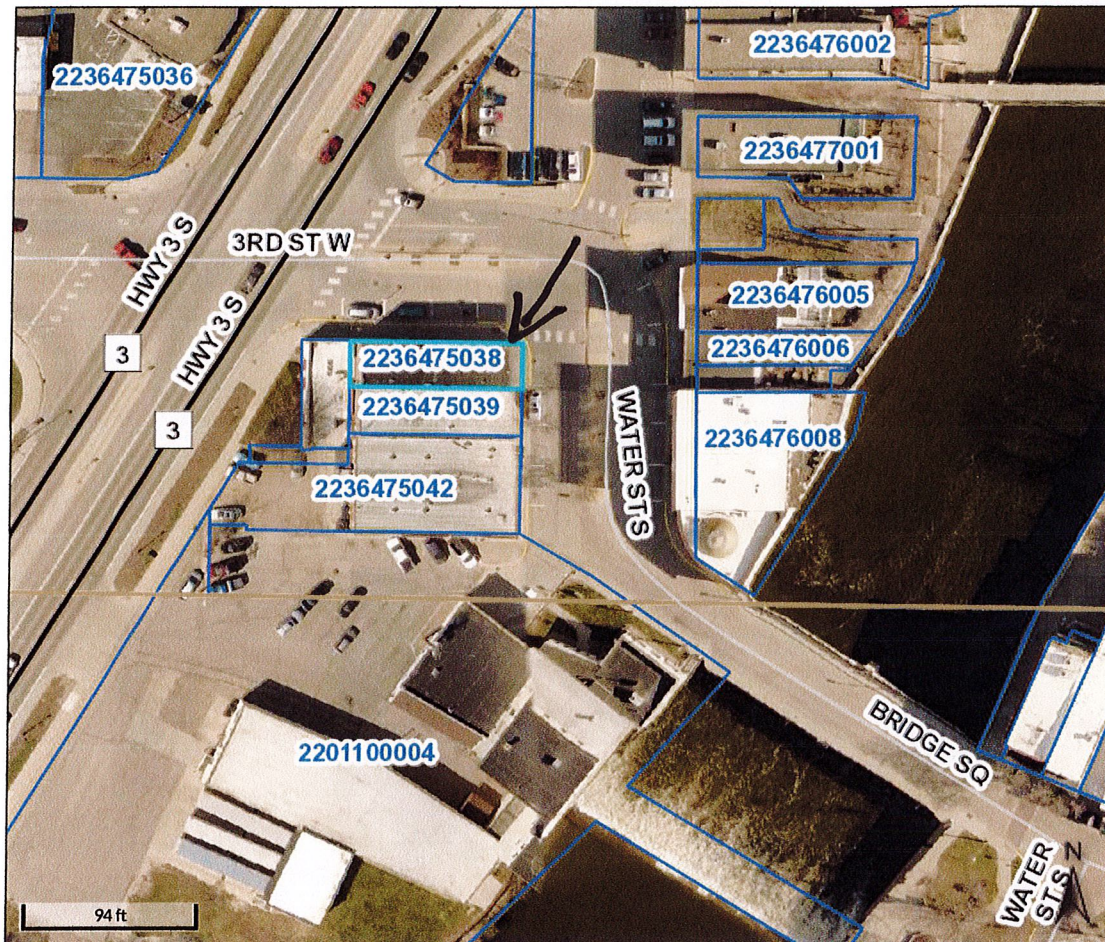
Note: With approval by City Staff at a Pre-Application Meeting prior to submitting the Project Plan, it may be possible to exclude some of the following items from the Project Plan. Please place a check mark in the box in front of each item that is included as part of the application materials submitted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

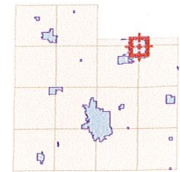
- ☐ Areas to be seeded or sodded.
- ☐ Location, dimensions, topography or any berming.
- ☐ Location and type of underground sprinkler system.
- ☐ A plant list that includes:
 - ☐ The plant species;
 - ☐ The quantity of each type of plant; and,
 - ☐ The size of each plant at the time of planting.
- ☐ The location of fences and walls (City Code Section 34-1011 and 34-1012).

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. **Please provide ten (10) color copies of drawings and/or brochures showing examples of this 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)



Overview



Legend

-  Cities
-  Townships
-  Parcels
- Main Roads**
 - CITY
 - CR
 - CSAH
 - INT
 - OUTSIDE
 - OUTSIDE/SAH
 - PLAT
 - PR
 - RAMP
 - RAMP/CSAH
 - ST HWY
 - TA
 - TWP
 - US HWY
-  Roads
- Road Numbers**

Parcel ID	2236475038	Alternate ID	n/a	Owner Address	DACK VENTURES LLC
Sec/Twp/Rng	36/112/020	Class	n/a		1404 PARMEADOW DR
Property Address	300 WATER ST S	Acreage	n/a		NORTHFIELD MN 55057
	NORTHFIELD				
District	NFLD CITY-SD659-HRA-EDA				
Brief Tax Description	Lot 5 Block 18 of ST SUB SE4 (SCHOOL SEC)				
	NF SS N24FT E90FT L5 B18				
	(Note: Not to be used on legal documents)				

The parcels are the base parcels in Rice County.

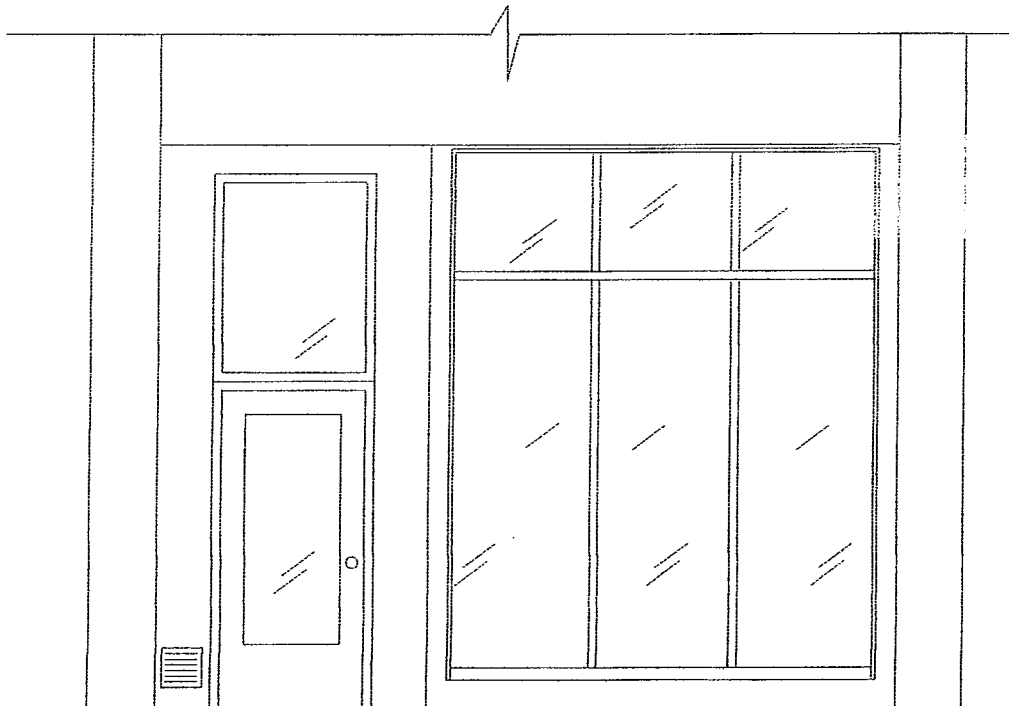
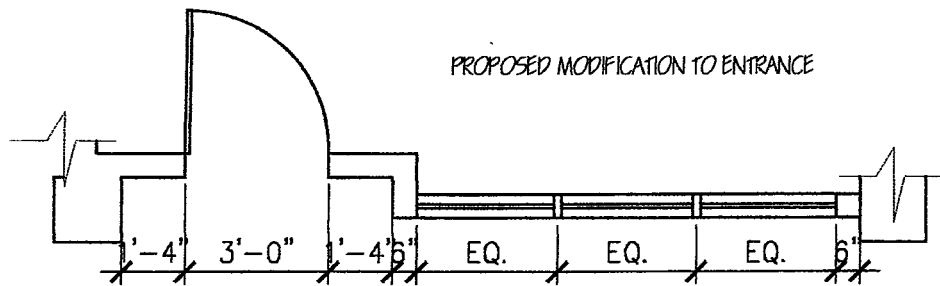
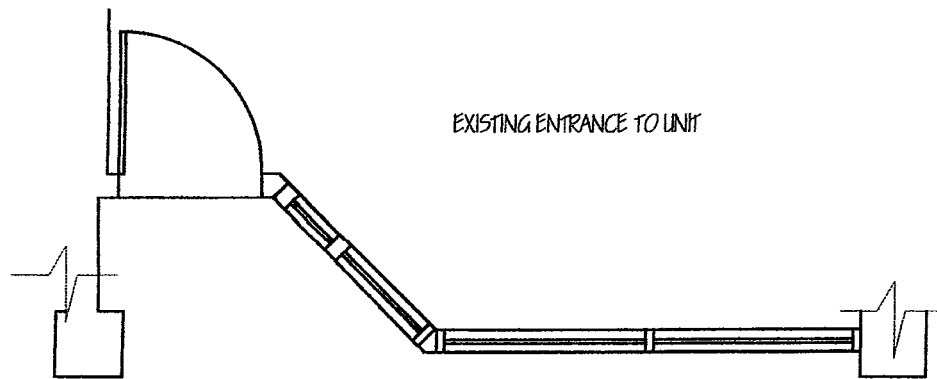
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Developed by
The Schneider Corporation



5TH STREET
NORTHFIELD, MN

PROPOSED MODIFICATION TO EXTERIOR

DRAWN BY: CALIE PIERCE

SCALE: $\frac{1}{4}" = 1'-0"$

DATE: 2.18.2018

SHEET:
A1

PoolandSpaBoy.com

Polaris
Pleatco
HAYWARD

SPAPURE
POOL SEASON
MERLIN
INDUSTRIES, INC.

507-645-8608

- *Free Water Testing & Filter Cleaning*
- *Chemicals and Cleaning Needs*
- *Service and Repair*
- *Pool and Spa Parts and Accessories*
- *Weekly Maintenance Service*
- *Pool Openings and Closings*

Current 105 W 3rd



Other Downtown Store front