



HISTORIC AREA COMMISSION REVIEW APPLICATION

☐**CONSULTATION**☐**HISTORIC REVIEW CERTIFICATE**

Fee	Paid On
\$50.00	

Once a hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date

1. NAME OF APPLICANT _____
Business (if applicable) _____
Address _____
City _____ State _____ Zip Code _____
Daytime telephone _____ Other phone/email _____

The above contact information will be used for correspondence. Please ensure this information is accurate.

2. NAME OF PROPERTY OWNER _____
Business (if applicable) _____
Address _____
City _____ State _____ Zip Code _____
Daytime telephone (required) _____ Other phone _____

3. PROJECT STREET ADDRESS _____

4. LEGAL DESCRIPTION: Lot _____ Block _____ Subdivision _____ Parcel _____

5. EXISTING USE _____ PROPOSED USE _____

6. PROPOSED PROJECT WORK

A. DEMOLITION

☐

YES

☐

NO

B. REHABILITATION (check repair or replace and provide a description on the line provided)

REPAIRREPLACE

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Roof _____ |
| ☐ | ☐ | Roof structures (dormers, chimneys, etc.) _____ |
| ☐ | ☐ | Exterior finishes (stucco, masonry, siding) _____ |
| ☐ | ☐ | Porch/Deck/Balcony _____ |
| ☐ | ☐ | Awning/Canopy _____ |
| ☐ | ☐ | Exterior Doors _____ |
| ☐ | ☐ | Windows _____ |
| ☐ | ☐ | Shutters _____ |
| ☐ | ☐ | Foundation (including infill) _____ |
| ☐ | ☐ | Exterior lighting & other appurtenances _____ |
| ☐ | ☐ | Existing fences, walls & gates _____ |
| ☐ | ☐ | Existing parking, walkways & other site features _____ |

C. NEW CONSTRUCTION (check and specify all work items that apply)

- ☐ New building_____
- ☐ New addition_____
- ☐ New roof structures (dormers, chimneys, etc.)_____
- ☐ New porch/deck/balcony_____
- ☐ New awning/canopy_____
- ☐ New entrances_____
- ☐ New window opening/sashes_____
- ☐ New exterior lighting_____
- ☐ New fence/wall/gate_____
- ☐ New parking/walkways/other site features_____
- ☐ Exterior utility service/mechanical equipment_____

D. STREETSCAPE (check and specify all work items that apply)

- ☐ Streetlights
- ☐ Furniture & equipment (benches, bollards, utilities equipment, charging stations, etc)
- ☐ Curbs and sidewalks

7. OVERALL PROJECT DESCRIPTION (attach additional pages if necessary)

8. AGREEMENT

If the applicant is different than the property owner, the application must be signed by both parties.

I have examined this application, its requirements and to my knowledge and belief, is a true, correct, and complete application. In filling out this application, I understand that it becomes part of the Public Record of the City of New Castle and hereby certify that all information contained herein is accurate to the best of my knowledge.

I further understand that if this application is for a Consultation, preapplication consultations resulting in a recommendation for conceptual approval by HAC are advisory in nature and shall inure no rights in the applicant. No project work may be taken based solely upon a recommendation following consultation with HAC. I must still obtain an approved Historic Review Certificate before project work can begin.

I also understand that further development approvals, reviews, and a building permit may also be required prior to starting project work and will consult with the City Building Official for specific project requirements.

PRINT APPLICANT'S NAME_____

SIGNATURE OF APPLICANT_____ DATE_____

PRINT OWNER'S NAME_____

SIGNATURE OF OWNER_____ DATE_____

Relevant information necessary for the issuance of a HAC Review Certificate include, but are not be limited to, the below items depending on the scope and scale of the project and as referenced in the “Plan Requirements” section in the *Historic Area Commission Guidelines and Standards*. The minimum application requirements for each scope of work are indicated below. Discuss the project with City Staff if the project is unique and needs to be addressed in a different manner. Applications must be sufficiently complete at the time of submittal for inclusion on the agenda of the HAC meeting.

Complete applications must be submitted up to 15 days before the meeting to be included on the agenda.

INITIAL CONFIRMING YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

OK	Need	N/A	
☐	☐	☐	Photographs of existing door(s) or location of proposed new door opening(s)
☐	☐	☐	Scaled elevation(s) showing the building façade and existing or proposed door (not necessary for just replacement door in existing door opening)
☐	☐	☐	For new openings, a scaled wall section
☐	☐	☐	Brochure, sample, or scaled drawing of proposed door(s) including material, all dimensions, finish, glazing, and hardware
☐	☐	☐	Documentation of justification for changing the existing door(s) and the extent of the affected area.

CONTINUED

The below is a list of requirements based upon the scope of work. (To be completed by planning staff)

WINDOWS (windows, shutters, and other associated features)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of affected window(s) or location(s) of proposed new window opening(s) For new openings, a |
| ☐ | ☐ | ☐ | scaled wall section with proposed window |
| ☐ | ☐ | ☐ | Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware |
| ☐ | ☐ | ☐ | Scaled elevation of existing and proposed window; a "typical" elevation can be used if multiple windows are affected as long as the existing and proposed conditions are identical at each location |
| ☐ | ☐ | ☐ | For replacing historic windows: a window evaluation including locations, condition of paint, condition of frame and sill, condition of sash (rails, stiles, muntins), glazing problems, hardware type and condition, overall condition assessment by qualified professional. |

FOUNDATION (replacement, infill, alteration including elevation)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of affected foundation in detail and in context of whole building and adjacent buildings |
| ☐ | ☐ | ☐ | Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill |
| ☐ | ☐ | ☐ | Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details |
| ☐ | ☐ | ☐ | Documentation of justification for changing the existing foundation and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

EXTERIOR ELECTRICAL/MECHANICAL (light fixtures, vents, utilities, HVAC units, pool systems, vending)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing details and context of affected site area within view of the proposed project |
| ☐ | ☐ | ☐ | Brochure, sample, or scaled drawing showing the materials, light intensity, hardware, colors/finish |
| ☐ | ☐ | ☐ | For new equipment, scaled drawing showing proposed project with context site and/or building |

FENCES/WALLS/GATES

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of existing site area of proposed fence/wall/gate and detail photo of any existing fence/wall/gate |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed fence/wall (smaller projects may not require a scaled site plan like short extensions of existing fences/walls) |
| ☐ | ☐ | ☐ | Drawing of proposed fence/wall/gate showing material, finish, height, spacing distance, shapes, patterns, hardware, construction section |

PARKING, LANDSCAPE OR OTHER SITE FEATURE (plant materials, sidewalk, driveway, fountain, pool, ramp, trellis, well)

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing site area within view of proposed feature and detail photo of any existing affected features |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed feature (smaller projects may not require a scaled site plan if limited to a small area) |
| ☐ | ☐ | ☐ | Details of proposed features including material, finish, height, spacing, shapes, patterns, hardware, construction details such as a section drawing |
| ☐ | ☐ | ☐ | Plant material list with identification, quantity, size at planting and maturity, spacing |

NEW CONSTRUCTION (accessory structure/outbuilding, garage, and other new buildings)

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing site area within view of proposed construction with context area |
| ☐ | ☐ | ☐ | Scaled site plan showing property line and existing site features like buildings, sidewalks, driveways |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line and proposed construction |
| ☐ | ☐ | ☐ | Scaled landscape plan |
| ☐ | ☐ | ☐ | Scaled elevation drawings showing existing building(s) and major site features |
| ☐ | ☐ | ☐ | Scaled elevation drawings showing proposed building(s) and major site features |
| ☐ | ☐ | ☐ | Wall sections |
| ☐ | ☐ | ☐ | Refer to details above for related roof, finishes, porches, doors, windows, foundation, electrical/mechanical |
| ☐ | ☐ | ☐ | Scaled elevation drawing (line drawing with minimal detail) showing the existing and proposed streetscape |
| ☐ | ☐ | ☐ | Scaled footprint diagram showing proposed building footprint(s) and surrounding existing building footprints |
| ☐ | ☐ | ☐ | Written summary describing existing and proposed conditions and project's consistency with zoning code |

Tier 01 Review	Tier 2 Review
☐	☐

Project Address: _____

Reviewed for completion by: _____ Date: _____