

Historic Preservation Application Guide



November 2009



HISTORIC PRESERVATION DEADLINES

	November 2009	December 2009	January 2010	February 2010	March 2010	April 2010	May 2010
Application Deadline	October 9	November 6	December 4	January 8	February 5	March 5	April 9
Sign Posted (if applicable)	October 23	November 20	December 25	January 22	February 19	March 26	April 23
Hearing Date	November 4	December 2	January 6	February 3	March 3	April 7	May 5

1. This flow chart is for informational purposes only and should be used only as a guide for filing deadlines and Historic Preservation Dates. Meeting a certain filing deadline does not necessarily guarantee a specific Historic Preservation meeting date shown on the flow chart.
2. Development Services requests that each submittal include an 11" x 17" or 24" x 36" plan and that all oversized plans be folded to 8 ½" x 11" size. An electronic submittal of the plan in either pdf or dwf format is also required.
3. The applicant is responsible for posting the sign if required.



HISTORIC PRESERVATION PLAN SUBMITTAL REQUIREMENTS

BEFORE A BUILDING PERMIT CAN BE ISSUED FOR NEW CONSTRUCTION OR A PROPOSED ALTERATION TO STRUCTURE WITHIN THE HISTORIC DOWNTOWN AREA, THE PROPOSAL SHALL BE CONSIDERED AT A PUBLIC MEETING BEFORE THE BOARD.

IN ORDER FOR THE HISTORIC PRESERVATION BOARD TO PROPERLY REVIEW ANY NEW STRUCTURE OR PROPOSED ALTERATION, THE FOLLOWING ITEMS MUST BE SUBMITTED TO DEVELOPMENT SERVICES DEPARTMENT ON OR BEFORE THE APPLICABLE DEADLINES.

- Suggested Pre-Application Meeting with Planning Staff. Date: __/__/__ Planner: _____
- Land use application, completed and signed
- Planning review fee (if required). Amount Required: \$_____ Amount Received: \$_____
- Please provide one (1) 11"x17" and one (1) 24"x36" hard copy and an electronic submittal in pdf or dwf format of site plan formatted in accordance with the following:
 - Names and Addresses. Names and addresses must be provided for all owners and contractor.
 - Property Lines. The boundary line of the site must be shown in a heavy solid line with dimensions.
 - Building Location. Show existing and proposed building footprints.
 - Setbacks. Label and show existing and proposed building setbacks.
 - Easements. Show, identify and dimension all existing and proposed easements.
 - Vegetation: Show any existing trees and large shrubs that are located on the site or any new landscaping proposed.
 - Scale. The site plan must be to scale and the scale needs to be shown on the plans.
 - North Arrow.
 - Front, Rear, and side building elevation site plan that includes the following:
 - Building Height. Show the building height for each side from the finished grade to the peak of the roofline.
 - Building Elevation Scale: The building elevations must be to scale and the scale should be indicated on the drawings.
 - Materials. Please label the proposed materials and colors of all building materials.
- Additional Information (May be required).
 - Photographs of the existing structures.
 - Materials Samples.
 - Written summary of how the proposed alterations comply with Castle Rock Design and Castle Rock Style design guidelines and general narrative of the project.
 - Detailed History of any structures proposed to be demolished. In the case of demolitions, a Public Hearing is required before the Board to determine historic significance of a structure.
 - Cultural Resources Survey prepared by a licensed historic architect, using the forms required by the State Historical Society.
 - For properties that have been designated as a historic landmark, a written summary of how the proposed alterations meet the following review and approval criteria for determining appropriateness of alterations:
 - A. The proposed alterations do not destroy or substantially impair the historic significance of the structure or property.
 - B. Every reasonable effort shall be made to ensure that the proposed alteration preserves, enhances or restores the significant architectural features, which are important to the designated historic landmark.
 - C. The proposed architectural style, arrangement, texture, color and materials are compatible with the character of the historic landmark.
 - D. Interior alterations are restricted where the proposed alteration may so change the overall structure as to affect its exterior appearance or overall structural integrity, or where the interior is an integral part of the structure as recognized at the time of landmark designation.
 - E. Whenever possible, new additions or alterations to designated structures shall be accomplished in such a manner that if such additions or alterations could be removed in the future, the essential form and integrity of the structure would be unimpaired.
 - F. Conformance with the Secretary of Interior Standards of Rehabilitation.



HISTORIC PRESERVATION BOARD APPLICATION

Project Information:

Address _____
 Building Name _____ Date of construction _____ Type construction _____
 Legal Description _____
 Present zoning _____ Present Use _____

Type of Board Review:

- Design Review
 Local Grant Review
 Property Landmarking
 Tax Credit Review
 Landmark Alteration Certificate
 Demolition
 Relocation
 Other (Please Explain) _____

Property Owner Information:

Name _____
 Company _____
 Address _____
 Fax _____
 Phone _____
 E-mail _____

Signature of Owner

Date _____

Representative Information:

Name _____
 Company _____
 Address _____
 Fax _____
 Phone _____
 E-mail _____

Signature of Representative

Date _____

Staff Use Only

Date Received: _____ Application Received By _____
 Application Reviewed By _____ Signature _____
 Comments _____