

Historic Plan Review Submittal Requirements

Along with the applicable application, the following material should be included in your submittal packet to the City. Incomplete submittal packets may be returned and may not be processed immediately.

1. Photographs
 - a) Show the subject property by itself and in the context of adjacent properties.
 - b) Key photograph view on a site plan.
 - c) Provided views of property from all perspectives, including each side, each corner and opposing sides. Also include a detail front entrance view and typical window view, as well as relevant exterior detail views.
 - d) Photographs should be digital and copied onto a CD.
2. Site Plan
 - a) Drawn to scale indicating the property line, building and setback dimensions, and as necessary topography information.
 - b) Delineate new and existing structures.
 - c) Identify streets, north and any significant, mature landscaping features.
3. Floor Plans
 - a) Scale drawings with dimensions indicating the overall plan and clearly delineating existing and new exterior walls, doors, windows, patios, and stairs.
 - b) This plan can be combined with the site plan on small projects.
4. Roof Plan
 - a) Delineate and identify any roof details, features, and materials.
5. Exterior Elevations
 - a) Scale drawings with dimensions of all sides of the building indicating new and existing height, floor lines and finish grade.
 - b) Delineate and identify all exterior finish(es) type, texture, and color.
 - c) Delineate and identify all windows and doors including type, materials, and detailing.
 - d) Delineate and identify all special or historic features and details noting materials, finishes, textures, and color, as applicable.
6. Building Section
 - a) Required in large buildings or additions for clarification.