CITY OF WABASHA

HISTORIC PRESERVATION COMMISSION
DESIGN REVIEW APPLICATION

The HPC respectfully requests all applicants or an assignee attend the design review meeting. The Commission has 60 days to review all applications, however, submittal of a complete application 14 days or more before a meeting will typically secure a spot on the next meeting agenda.

Address of Design Review: _____

Applicant: _____ Phone: _____
Address: _____ Cell: _____
e-mail: _____
_____ _____

Owner (if different): _____ Phone: _____
Address: _____ e-mail: _____

Historical use or name of building or site (if known)

_____

Type of work proposed (*attach additional pages as necessary*)

_____

_____

_____

ATTACHEMENTS REQUIRED:

1. **A current photograph of the building or site where work is proposed**
2. **An illustration of proposed work to be completed**
3. **Samples of exterior materials, paint chips, or other appropriate material examples**
4. **Historic photos (if available) of the site/building where work is proposed**

_____

Applicants Signature **Date**

Office use only

Date application submitted _____ Date application complete _____

15 day notice _____ 60 day notice _____

HISTORIC DISTRICT DESIGN REVIEW
QUICK LIST FOR PREPARING APPLICATION

- [ ] Current Photos of building/site where changes will occur
  (include both views from street and close up details of area to be changed and features already present)

- [ ] Detailed sketch of proposed changes to site
  (The more involved the project, the more detailed your sketch should be. For some projects an architect produced drawing may be recommended)

- [ ] Paint chips and/or sample materials to be used

- [ ] Historic photos or information about the history of the building and site (if available)

- [ ] Provide a time line for construction (when do you expect to start and complete the project?)

- [ ] Filled out **application form along with assembled items above must be submitted 1 week prior** to the meeting where design review will occur.
  (sample materials may be brought to the meeting if not available ahead of time)

Ordinances and requirements along with Design Guidelines used to review all projects are available from City Hall.

The City Planner (Molly) is available to answer questions at 651-565-4568 or cityplan@wabasha.net