



**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](mailto:cityplan@wabasha.net)