



**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 Name: _____ **Phone:** _____

Address: _____

Email: _____

Owner Name (if different): _____ **Phone:** _____

Address: _____

Email: _____

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

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

ATTACHMENTS REQUIRED:

1. A current photograph of the building or site where work is proposed.
2. An illustration of the 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 CHECKLIST

QUICK LIST FOR PREPARING APPLICATION

- ☐ Current Photos of the building/site where changes will occur.
(include both views from the street and close-up details of the area to be changed and features already present)
- ☐ Detailed sketch of proposed changes to the 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 timeline for construction (when do you expect to start and complete the project?)
- ☐ The **application form along with the assembled items above must be submitted 1 week prior** to the meeting where the 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.

Contact Wendy Busch, City Clerk to answer questions at:
651-565-4568 or clerk@wabasha.org