



For Office Use: HAP- \_\_\_\_\_

Completed application was received by \_\_\_\_\_ on \_\_\_\_\_

## Heritage Preservation Property Alteration Permit Application for Certification of Appropriateness

This application must be completed if a property is located in a local historic district or designated as a local landmark.

Depending upon the magnitude of proposed work, your request will require approval from either St. Cloud Planning and Zoning staff or St. Cloud Historic Preservation Commission (HPC). Please refer to the attached HPC meeting schedule for meeting dates and deadlines for those applications that require HPC approval.

### 1. PROJECT ADDRESS

Property Location \_\_\_\_\_

### 2. APPLICANT INFORMATION

Applicant is  Property Owner  Contractor  Architect  Other \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### 3. PROPERTY OWNER INFORMATION (if different than applicant)

Property Owner Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**4. PROJECT DESCRIPTION – (check the box that best describes the proposed alterations)**

**EXTERIOR ALTERATION/REPAIR**

Check each alteration for which approval is requested:

- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Deck – existing                             | <input type="checkbox"/> Chimney                      | <input type="checkbox"/> Door(s) |
| <input type="checkbox"/> Masonry cleaning, repointing, painting      | <input type="checkbox"/> Commercial sign(s)/awning(s) | <input type="checkbox"/> Siding  |
| <input type="checkbox"/> Porch – maintenance and minor repair        | <input type="checkbox"/> Window(s)                    |                                  |
| <input type="checkbox"/> Porch – major repair and reconstruction     | <input type="checkbox"/> Other _____                  |                                  |
| <input type="checkbox"/> Roof – change in shape, features, materials |   |                                  |

**Applicant must provide the following supporting documentation for exterior alteration/repair:**

- \* **Roofing Materials** – Submit a shingle sample and manufacturer’s name and shingle color.
- \* **Siding** – A siding sample or manufacturer’s brochure showing a picture of the siding, manufacturer’s name, specifications, and color selection/sample are required for main body color, trim or decorative features, and accent areas, if applicable. Period color schemes are encouraged.
- \* **Windows** – Using a current color photograph of each elevation of the building, indicate the location of the replacement windows. Also denote the proposed window frame material (e.g. wood, vinyl, or aluminum), size (e.g. 12” x 36”), proposed window style (casement, double hung, slider, etc.), if existing window openings will remain the same size, and if new openings will be introduced.
- \* **Doors** – Using a current color photograph, indicate the location of the replacement door or addition of a new door. Indicate the door style and material (e.g. wood or metal). Manufacturer’s information and drawing should be included.
- \* **Commercial Signs/Awnings** – Current color photograph(s) of the site and scaled exterior elevation drawing(s) showing dimensions, installation location(s), materials to be used, color samples, design, and lighting, etc.
- \* **Other** – Current color photographs or scaled elevation drawings of the building, specifically areas where the work will be done. Contact St. Cloud Planning Office staff for additional supporting documentation.

**Description of proposed alterations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEW CONSTRUCTION/ADDITION**

**Applicant must provide the following supporting documentation for new construction/addition:**

- \* Current color photograph(s) of the site.
- \* Scaled exterior elevation drawing(s) showing roof slope and vertical dimension, exterior materials, window and door openings, and other architectural features, where applicable.
- \* Site plan showing lot dimensions and location and dimensions of existing buildings and new construction/addition.
- \* Color samples and building materials to be used.

**Description of proposed new construction/addition:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 4. PROJECT DESCRIPTION continued....

### DEMOLITION OF STRUCTURE

**Applicant must provide the following supporting documentation for demolition of structure:**

- \* Current color photograph(s) of the site.
- \* Responses to the following statements below:

1. Describe the structure's condition and reason for demolition. \_\_\_\_\_

---

---

---

---

2. Describe the economic value or usefulness of the existing structure. \_\_\_\_\_

---

---

---

---

3. Describe the structure's current use. \_\_\_\_\_

---

---

---

---

4. Describe the cost of renovation and feasible alternative uses. \_\_\_\_\_

---

---

---

---

### RELOCATION OF STRUCTURE

**Applicant must provide the following supporting documentation for relocation of structure:**

- \* Current color photograph(s) of the site.
- \* If a structure will be placed on the site, include current color photographs of the proposed building.
- \* Scaled site plan showing proposed location of the new structure on the site, if applicable.
- \* Response to the statement below:

1. Explain what building will be moved, where, why, and if there are any proposed changes to the building upon relocation. \_\_\_\_\_

---

---

---

---

## 5. SIGNATURES

**FOR YOUR INFORMATION:** The Heritage Preservation Commission (HPC) is required to make a finding of fact based on information provided by the applicant and must find that the granting of the permit for the property location will be harmonious and compatible with other properties adjacent to and in the vicinity of historic district. The HPC may attach conditions to the Certificate of Appropriateness to guarantee historic architectural compatibility and preservation. Violation of a condition(s) of the permit shall be deemed a violation of the St. Cloud Heritage Preservation Ordinance and the permit shall be thereupon revoked. According to Section 370:20, Subdivisions 11A and 11B, of the St. Cloud Heritage Preservation Ordinance, the HPC shall notify applicant within forty (40) days of receipt of an application and plans for work if the work to be performed is contrary to the Design Review Guidelines. If it is determined that the work to be performed will not adversely affect the applicable Design Review Guidelines, the application shall be approved and the applicant notified in writing of such action. If the Heritage Preservation Property Alteration Permit is denied or modified by the HPC, the applicant shall, within ten (10) days of the date of the Heritage Preservation Commission's order and decision, have a right to appeal such order and decision to the City Council. The HPC shall notify the applicant in writing of its findings and action to modify or deny the permit application. The City Council shall hold a public hearing in accordance with Section 370:15, Subdivision 5 of this Ordinance. The City Council shall render a decision on the appeal within thirty (30) days of the date of the public hearing held before the City Council or it shall be considered denied.

**I HEREBY CERTIFY that I have read, examined, and understand this application and that the information submitted herein and attached hereto is true, accurate, and correctly states my intentions. I also understand this application will not be accepted and reviewed until all required supporting documentation has been supplied.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**Submit this application and required supplementary information to:** City of St. Cloud Planning and Zoning Dept.  
St. Cloud Heritage Preservation Commission  
400 Second St. So.  
St. Cloud, MN 56301

Contact the St. Cloud Planning and Zoning Dept. at (320) 255-7218 if you have questions regarding this application. The application and required supplementary materials can be faxed to the St. Cloud Planning and Zoning Dept. at (320) 255-7258.

## 6. FOR OFFICE USE ONLY

**The property is located in the following historic district:**

- |   |   |
|---|---|
| <input type="checkbox"/> Southside Neighborhood Historic District | <input type="checkbox"/> St. Cloud Commercial Historic District |
| <input type="checkbox"/> Pantown Neighborhood Historic District   | <input type="checkbox"/> Barden Park Historic District          |
| <input type="checkbox"/> Contributing                             |   |
| <input type="checkbox"/> Non-contributing                         |   |
| <input type="checkbox"/> Not surveyed                             |   |

### Planning and Zoning Staff Review

- Approved by \_\_\_\_\_ on \_\_\_\_\_.
- Denied
- Withdrawn
- Forwarded to HPC

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Heritage Preservation Commission Action

- Approved
- Approved with Conditions
- Denied
- Withdrawn

Date of Final Action \_\_\_\_\_



# 2019 HPC Meetings and Deadlines

HPC Meeting	Heritage Preservation Property Alteration Permit (HAP) Subcommittee Meeting	Complete HAP Application Deadline
*Tuesday, January 22	*Tuesday, January 15	**Monday, January 7
*Tuesday, February 26	*Tuesday, February 19	**Monday, February 11
*Tuesday, March 26	*Tuesday, March 19	**Monday, March 11
*Tuesday, April 23	*Tuesday, April 16	**Monday, April 8
*Tuesday, May 28	*Tuesday, May 21	**Monday, May 13
*Tuesday, June 25	*Tuesday, June 18	**Monday, June 10
*Tuesday, July 23	*Tuesday, July 16	**Monday, July 8
*Tuesday, August 27	*Tuesday, August 20	**Monday, August 12
*Tuesday, September 24	*Tuesday, September 17	**Monday, September 9
*Tuesday, October 22	*Tuesday, October 15	**Monday, October 7
*Tuesday, November 26	*Tuesday, November 19	**Tuesday, November 11
December TBD		

\*Alteration Permit Subcommittee meetings will be held at 4:00 p.m., Conference Room 1, City Hall. HPC meetings will be held at 4:00 p.m., Council Chambers, City Hall.

\*\*Heritage Preservation Property Alteration Permit Applications must be received by 4:30 p.m. in the St. Cloud Planning and Zoning Dept. on the application deadline above.