

**Application for Review of a Permit in a National Register Historic District
Description of Revisions to Application Instructions and Form**

1. Clarification of submittal process including requirement to submit building permit application for zoning review prior to review by the HLC to ensure that plans conform to all applicable zoning regulations, and that if a modification is required from the Residential Design and Compatibility Commission or Board of Adjustments, review by HLC must be completed first.
2. Added statement that for full demolition of a building, the design of the replacement building must be reviewed by the HLC prior to release of the demolition permit.
3. Revised and clarified submittal requirements:
 - a. Allow submittal of plans electronically in PDF format In lieu of requiring 24” x 36” reproducible plans.
 - b. Allow electronic submittal of digital photographs.
 - c. Replaced requirement for submittal of specifications, paint/finish and building material samples with statement that “Material samples, specifications or manufacturer information may be requested by staff.
4. Deleted reference to submittal deadline and inserted language requiring application materials be submitted to the City HPO per a submittal deadline schedule that will be made available on the HPO web site or at the HPO office.
5. Added statement that all applications must be accompanied with the appropriate review fee per the City’s permit fee schedule, and that if the application requires review by the Historic Landmark Commission an additional notification fee must be paid as well.
6. Revised application format to provide a consistent application format and provide staff space to insert internal tracking information and approval/denial signatory lines, as well as request applicant and owner’s email addresses.