



Saint Paul Heritage Preservation Commission
Department of Planning and Economic Development
25 Fourth Street West, Suite 1400
Saint Paul, MN 55102
Phone: (651) 266-9078
ApplyHPC@stpaul.gov

HERITAGE PRESERVATION COMMISSION DESIGN REVIEW APPLICATION

This application must be completed in addition to the appropriate city permit application if the affected property is an individually designated landmark or located within an historic district. For applications that must be reviewed by the Heritage Preservation Commission refer to the HPC Meeting schedule for meeting dates and deadlines.

1. CATEGORY

Please check the category that best describes the proposed work

- | | | |
|--|---|---|
| <input type="checkbox"/> Repair/Rehabilitation | <input type="checkbox"/> Sign/Awning | <input type="checkbox"/> New Construction/Addition/
Alteration |
| <input type="checkbox"/> Moving | <input type="checkbox"/> Fence/Retaining Wall | <input type="checkbox"/> Pre-Application Review Only |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Other _____ | |

2. PROJECT ADDRESS

Street and number: _____ Zip Code: _____

3. APPLICANT INFORMATION

Name of contact person: _____

Company: _____

Street and number: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____ e-mail: _____

4. PROPERTY OWNER(S) INFORMATION (If different from applicant)

Name: _____

Street and number: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____ e-mail: _____

5. PROJECT ARCHITECT (If applicable)

Contact person: _____

Company: _____

Street and number: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____ e-mail: _____

6. PROJECT DESCRIPTION

Completely describe ALL exterior changes being proposed for the property. Include changes to architectural details such as windows, doors, siding, railings, steps, trim, roof, foundation or porches. Attach specifications for doors, windows, lighting and other features, if applicable, including color and material samples.

Attach additional sheets if necessary

7. ATTACHMENTS

Please list any attachments that are included in this application. Refer to the [Design Review Application Process Checklist](#) for required information or attachments.

Attach the above listed to this application or attach in an email to ApplyHPC@stpaul.gov

Will any federal money be used in this project? **YES** **NO**

Are you applying for the Investment Tax Credits? **YES** **NO**

I, the undersigned, understand that the Design Review Application is limited to the aforementioned work to the affected property. I further understand that any additional exterior work to be done under my ownership must be submitted by application to the St. Paul Heritage Preservation Commission. Any unauthorized work will be required to be removed.

Signature of applicant: _____ **Date:** _____

Signature of owner: _____ **Date:** _____

Send completed application with the necessary attachments to ApplyHPC@stpaul.gov or to:
Saint Paul Heritage Preservation Commission
Department of Planning and Economic Development
25 Fourth Street West, Suite 1400
Saint Paul, MN 55102

FOR HPC OFFICE USE ONLY

Date received: _____

FILE NO. _____

Date complete: _____

District: _____/Individual Site: _____

Pivotal/Contributing/Non-contributing/New Construction/Parcel

Requires staff review

Supporting data: **YES NO**
Complete application: **YES NO**

The following condition(s) must be met in order for application to conform to preservation program:

It has been determined that the work to be performed pursuant to the application does not adversely affect the program for preservation and architectural control of the heritage preservation district or site (Ch.73.06).

HPC staff approval

Date _____

Requires Commission review

Submitted:

- 3 Sets of Plans
- 15 Sets of Plans reduced to 8 1/2" by 11" or 11" by 17"
- Photographs
- CD of Plans (pdf) & Photos (jpg)
- City Permit Application
- Complete HPC Design Review application

Hearing Date set for: _____

City Permit # ____ - _____

HPC Staff Notes

[Empty box for HPC Staff Notes]