



*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*

HERITAGE PRESERVATION COMMISSION DESIGN REVIEW PROCESS

DESIGN REVIEW PROCESS

The Heritage Preservation Commission (HPC) and its staff review, and approve or deny, permits for **exterior work** on designated heritage preservation sites, except painting. Some property owners do not realize that door and window replacement is exterior work that requires a permit and HPC approval. The HPC also reviews new fences, walls, steps, and paving but not plant materials.

PLANNING YOUR PROJECT

Heritage Preservation Commission staff are available to discuss prospective projects and applicable design review guidelines with building owners and contractors. It is advisable to get as much information as possible while the project is in **early** planning stages.

Large or complicated projects may also benefit from a Pre-Application Review. The Heritage Preservation Commission offers this type of review for large projects which could benefit from a concept-level review prior to the completion of working drawings. Contact the HPC office at 651-266-9078 to discuss the option for your project.

APPLICATION FOR DESIGN REVIEW

A completed application form and accompanying materials should be submitted to:

**Heritage Preservation Commission
Department of Planning and Economic Development
25 Fourth Street West, Suite 1400
Saint Paul, MN 55102**

The amount of time required for review of the application depends on the type of work, the complexity of the project, and conformance with the applicable guidelines. HPC staff reviews and approves many permits while other permits need to be formally reviewed and approved by the Heritage Preservation Commission. Some permits can be reviewed by HPC staff in a matter of minutes or days. If the permit is to be formally reviewed by the HPC the process generally takes about 30 days.

QUESTIONS?

All questions regarding the design review process should be directed to Heritage Preservation Commission staff at 651-266-9078. Design review guidelines for specific heritage preservation sites and districts and Heritage Preservation Commission meeting schedules can also be obtained by calling the phone number or by going to the website at <http://www.stpaul.gov/hpc>

NOTE: PLEASE BE ADVISED THAT A STAFF MEMBER FROM THE PED/HPC DEPARTMENT MAY TAKE PICTURES OF YOUR PROPERTY FOR THE HPC DESIGN REVIEW MEETING.

Please complete the Design Review Application with as much detail as possible. Materials to be submitted for most types of proposals for HPC design review are as follows. For ALL proposals, a completed HPC Design Review Application and appropriate city permit application are required.

**RESTORATION/ REPAIR/
REHABILITATION:**

- Three copies of plans, (fifteen sets reduced to 11" x 17" if reviewed by the HPC), note all materials, finishes and dimensions on plan. (2 copies will be forwarded to plan review; the third is retained for HPC records.)
- Photographs of all features and areas affected by proposed work. (No Polaroid photos.)

SIGN/AWNING:

- Photographs of location of proposed signage on structure/property (no Polaroid photos.)
- Photographs of structure and all exterior sides affected by proposed work.
- Three copies of dimensioned plans of proposed sign (fifteen sets reduced to 11" x 17" may be required if the permit requires HPC Review)
- Note materials, size/style of lettering, colors, and method of attachment to building.
- Samples of materials may be requested by staff.
- Illumination plan.

FENCING/ RETAINING WALL:

- A site plan showing location of fence.
- An elevation drawing or photo of the proposed fence (no Polaroid photos.)
- Plans and drawings in 8.5" x 11" format if permit is to be reviewed by the HPC.

ROOFING:

- Sample or description of existing material(s).
- Sample or specifications of proposed material(s).
- Sample colors.
- Three copies of plans (if necessary).
- Photographs or drawings of all exterior sides affected by proposed work (if necessary).

**NEW CONSTRUCTION/ADDITION/
EXTERIOR ALTERATION:**

- Three copies of plans, (fifteen sets reduced to 11" x 17" if reviewed by the HPC.) Show how the addition(s) relates to existing structure.
- Photographs of all features and areas affected by proposed work. (No Polaroid photos.)
- Specify all materials and finishes
- Site plan showing lot dimensions, location of any existing building(s).
- Digital copies of the plans and photos (pdf & jpg) submitted on CD or flashdrive.

SASH/WINDOW REPLACEMENT:

- Statement describing in detail why windows need replacement.
- Existing window design and dimensions.
- Proposed window design and dimensions and Manufacturer's specifications.
- Existing type of exterior storm windows.
- Proposed style of exterior storm windows.
- Existing exterior window trim material.
- Proposed exterior window trim material and style.
- Photographs of all exterior sides where window replacement is being proposed (no Polaroid photos.)
- Photographs of existing features/conditions, which support window replacement proposal.

DEMOLITION PERMIT:

- Statement describing in detail why the building must be razed, addressing economic considerations, structural condition and any planned new construction.
- Statement on adaptive re-uses that have been explored and feasibility of new uses.
- Structural report.
- Photographs of all exterior sides and surrounding structures (no Polaroid photos.)
- Photographs of features/conditions, which support demolition proposal.