



CITY OF SAINT PAUL

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Heritage Preservation Commission Policy #17-002

DESIGN REVIEW APPLICATIONS-INSUFFICIENT FOR REVIEW

Applications that do not include all of the materials included in the appropriate submittal checklist or does not meet the submittal documentation standards of the Heritage Preservation Commission are deemed insufficient for review. The following is the Commission policy on handling applications that are insufficient for review. (HPC Approval August 24, 2017)

1. Staff receives an application for design review.
2. Staff identifies an application as being insufficient in that it does not contain the required submittal documentation or inadequate information as per submittal application checklists.
3. Application is determined to be incomplete and is deemed insufficient for review
4. Staff sends notice letter/email to owner and applicant:
 - a. With a list of deficiencies
 - b. List explaining what additional documentation is required for review.
 - c. The review is undertaken and a letter sent within 15 business days of receipt of an application
 - d. That application is now classified as **insufficient documentation** for lack of required documentation and will be filed until further documentation is received. . [Prior to the 60 day review window Minn. Stat. §15.99]
5. Letter/email will be saved in the design review folder on the department K:Drive
6. If at any point in the process additional documentation is received, staff begins normal HPC design review

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