



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

Project Address:

## Heritage Preservation Commission Design Review Application

### PROCESS

*This application must be completed in addition to required city permit applications for individually designated Heritage Preservation Sites and properties located within Heritage Preservation Districts.*

Design review applications are reviewed and approved by either heritage preservation staff or the Heritage Preservation Commission (HPC) at a public hearing. HPC staff are authorized to approve work that complies with adopted design review guidelines and preservation programs, available at our website [www.stpaul.gov/hpc](http://www.stpaul.gov/hpc), while the HPC reviews projects that are significant alterations, demolitions, additions, new construction or proposals that do not comply with HPC guidelines. The decision of whether a proposal may be reviewed and approved by HPC staff or must be reviewed by the HPC at a public hearing is made once a complete application is submitted.

The HPC public hearing schedule is viewable here:  
<https://www.stpaul.gov/departments/planning-economic-development/heritage-preservation/heritage-preservation-commission>

- A complete application consists of:
- 1) An application form
  - 2) Required attachments that adequately describe the proposed work (see attached checklist)

An incomplete application will be put on hold and staff will contact you for additional information. If an application is incomplete for 30 days after it was received, it will be returned to the applicant.

Complete applications will be reviewed in the order they are received. **Applications are not entered in queue to be reviewed until staff has determined them to be complete.** Once reviewed, a Certificate of Approval will be issued along with any conditions for the proposed work. You will be notified by staff when the Certificate of Approval has been issued and a copy will be sent to the Department of Safety and Inspections (DSI) to complete the HPC process of obtaining the necessary permit(s).

### 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/<br>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 description of affected existing exterior features and 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 & DESIGN REVIEW CHECKLIST**

Please refer to the following checklist section(s) that relate to your proposed scope of work and check next to the items that are attached to your application. Attach all checked items listed to this application or attach in an email to [ApplyHPC@stpaul.gov](mailto:ApplyHPC@stpaul.gov)

Staff may contact you for additional information or materials.

If your project or work type is not included in this checklist, please contact the staff by calling 651-266-9078 or sending an e-mail to [applyhpc@stpaul.gov](mailto:applyhpc@stpaul.gov) for assistance on how to complete an application.

<u>Applicant Submitted</u>	<u>Staff Received</u>	<u>Date Received</u>	
			<b>Restoration /Repair/Rehabilitation</b>
			Three (3) copies of scaled and dimensioned plans which note all materials, finishes, and dimensions on plan (2 copies will be forwarded to the Dept. of Safety and Inspections).
			Photographs of all features and areas affected by proposed work.
			If an existing architectural feature is being replaced, please provide detailed drawings of the existing feature.
			Historic photographs (if any) that inform the restoration/rehabilitation/repair work.
			<b>Sign/Awning:</b>
			Photographs of location of proposed signage on structure/property.
			Photographs of structure and all exterior sides affected by proposed work.
			Three (3) copies of plans that note materials, dimensions, colors, and method of attachment.
			Section drawing showing point of installation, method of installation, awning profile and projection.
			Illumination plan.
			Photographs or elevation of the building showing location of proposed sign in relation to the building and, if applicable, other signage on the building.
			<b>New Construction/Addition/Exterior Alteration:</b>
			Three (3) copies of construction level plans which note all materials, finishes, and dimensions on plan (2 copies will be forwarded to the Dept. of Safety and Inspections). Show how the addition(s) relates to the existing structure.
			Photographs of all features and areas affected by proposed work.
			Site plan showing lot dimensions, location of any existing buildings, and proposed addition(s), elevation plans, section and detail drawings as necessary. All plans must be scaled and dimensioned.
			Digital copies of the plans and photos submitted on CD or USB.



<i>Applicant Submitted</i>	<i>Staff Received</i>	<i>Date Received</i>	
			<p><b>Fencing/Retaining Wall:</b></p> <p>A site plan showing the location of the fence/wall in relation to property lines and any structures with measurements.</p> <p>An elevation drawing or photo of the proposed fence/wall.</p>
			<p><b>Roofing:</b></p> <p>Sample or description of existing material(s).</p> <p>Sample or specifications of proposed material(s).</p> <p>Sample colors.</p> <p>Photographs of all exterior sides affected by the proposed work.</p> <p>Photographs of the building and roof showing existing conditions of roof, coping, flashing, affected masonry, parapet, siding, existing skylights, and/or dormers. Also include any other critical intersections where the roof meets the historic fabric, and sightline drawings when a change in slope or other potentially visible change is proposed.</p>
			<p><b>Heating, Ventilating, and Air Conditioning Equipment</b></p> <p>Site plan showing location of condenser in relation to the building(s) and property lines.</p> <p>Photographs of the proposed location of any condensers or venting.</p> <p>Photographs demonstrating that the proposed unit is not visible from the street.</p> <p>A screening plan if a condenser is in the side yard.</p> <p>Drawing or photograph demonstrating where and how conduit will be attached to the building.</p>
			<p><b>Window/Sash Replacement:</b></p> <p>Statement describing in detail why windows need replacement as well as a description of weatherization efforts and copy of window repair estimates.</p> <p>Existing window design and dimensions.</p> <p>Proposed window design, dimensions, and manufacturer's specifications including shop drawings.</p> <p>Existing type of exterior storm windows.</p> <p>Proposed style of exterior storm windows.</p> <p>Existing exterior window trim material.</p> <p>Proposed exterior window trim material and style.</p> <p>Photographs of all exterior sides where window replacement is being proposed.</p> <p>Photographs of existing features/conditions which support window replacement proposal.</p>

<u>Applicant Submitted</u>	<u>Staff Received</u>	<u>Date Received</u>
<b>Other Items Requested by HPC Staff:</b>		

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:** \_\_\_\_\_

**Typed name of applicant:** \_\_\_\_\_

**Signature of owner:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Typed name of owner:** \_\_\_\_\_

Send completed application with the necessary attachments to [ApplyHPC@stpaul.gov](mailto: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

You may also click the button below to attach the completed application to an email that will go directly to [ApplyHPC@stpaul.gov](mailto:ApplyHPC@stpaul.gov) . **Please attach supporting documents to the email** as well.



**FOR HPC OFFICE USE ONLY**

Address: \_\_\_\_\_  
Date received: \_\_\_\_\_  
Date complete: \_\_\_\_\_

**FILE NO.** \_\_\_\_\_

**City Permit #** \_\_\_\_ - \_\_\_\_\_

District: \_\_\_\_\_/Individual Site: \_\_\_\_\_

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

**Requires staff review**

**Requires Commission 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:

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:** \_\_\_\_\_

**HPC Staff Notes**

**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 \_\_\_\_\_

