

**Site Alteration Permit Application
City of Waseca
Heritage Preservation Commission**

For Office Use only

Date Received: _____

Complete: ___Yes ___No

Property Address: _____

Parcel ID #: _____

Property Owner: _____

Address: _____

Phone: _____ E-mail: _____

Applicant: _____

Address: _____

Phone: _____ E-mail: _____

Contractor: _____

Address: _____

Phone: _____ E-mail: _____

Proposed work (check all of the boxes that apply):

- New Construction
 - Construction of a new building
 - Addition to existing building
 - Construction of accessory structure (such as garage, gazebo)
- Demolition in whole or in part
- Architectural details/elements
 - Repair of existing details/elements
 - Replacement of details/elements that have been removed or damaged
 - Removal of or changes to details/element that alter the architectural style
- Application of exterior siding materials
 - The siding is the same type as that already on the building
 - The siding is a different kind, type, or texture than that already on the building
- Application of roofing materials
 - Roofing materials are the same/similar to the kind, type, texture on the building
 - Roofing materials are a different kind, type, or texture than those on the building
- Window and Doors
 - Replacement of windows or doors
 - Repair of existing windows or doors
 - Adding windows or doors in new location or relocating windows or doors
- Addition or removal of awnings, exterior shutters, canopies, or similar appurtenances
- Brick or other masonry materials
 - Cleaning
 - Repair
 - Replacement
- Alterations to the roofline
- Painting
- Other (specify): _____

Site Alteration Narrative:

Business Description (Type of Business): _____

History of Building (Age, Previous Owners/Businesses): _____

Other comments/Information: _____

Submittal Requirements:

In order to review and evaluate the request for a Site Alteration permit, the list of items below must be submitted.

- Completed and signed Site Alteration Permit Application;
- Detailed plans
 - Site plan, drawn to scale showing the location of any additions, demolitions, accessory structures, etc.;
 - Elevation drawings showing proposed alterations, additions, demolitions, etc. to the exterior of the structure;
- SHPO Scope of Work Form and all required attachments and exhibits (Current photographs of the property, with notes or accompanying narrative of alterations, additions, demolitions, materials, methodologies, etc.);
- Design details (such as catalog cut sheets, material samples, paint samples, etc.); and
- Other as required by Staff or the HPC/SHPO

Review Process:

1. In receipt of a complete application, the Planning Director will refer the application to the Heritage Preservation Commission for review at their next available meeting.

2. The HPC will review the Site Alteration Permit and make recommendations to the applicant regarding the historic appropriateness of the project, and any necessary revisions. The HPC will forward the request, specifically the Scope of Work Form and attachments and exhibits as necessary, to the State Historic Preservation Office (SHPO) for review and comment related to compliance with the Secretary of the Interior's Standards.

When reviewing and making recommendation regarding an application for a Site Alteration Permit, the HPC shall rely upon generally accepted site planning criteria and design standards, including the City of Waseca "Waseca Design Guideline" book. These criteria and standards are necessary to fulfill the intent of the Heritage Preservation Commission, Zoning Ordinance, the Comprehensive Plan and the City of Waseca Downtown Preservation Design Guidelines are the minimum requirements to safeguard the public health, safety, aesthetics, the historic integrity, and general welfare.

3. The HPC will review the SHPO comments and make recommendations regarding the Site Alterations Permit Application to the City Council. The HPC will provide findings and recommendations on the Site Alteration Permit application within 60 days, and forward such recommendation to the City Council for action at their next available meeting.
4. The City Council shall make all final decisions and approvals or denials related to a Site Alteration Permit.

NOTICE: A property owner shall not initiate work until a Site Alteration Permit has been issued. The property owner is responsible for obtaining all applicable zoning and building permit reviews and approvals. Obtaining approval of a Site Alteration Permit does not absolve the applicant from obtaining all other applicable permits such as City Building Permits, MnDOT access permits, etc.

Signatures

I (We) certify that I (we) have submitted all the required information to apply for approval of a Historic Site/District Site Alteration Permit and that the information is factual.

Property Owner: _____ Date: _____

Applicant: _____ Date: _____

Site Alteration Permit Action:

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HPC Recommendation Date: _____

HPC Chairman Signature: _____

City Council Action Date: _____

Approved Denied

Findings:

Conditions of Approval:
