



*Saint Paul Heritage Preservation Commission  
Department of Safety and Inspections  
8 East Fourth Street, Suite 200  
Saint Paul, MN 55101-1024  
Phone: (651) 266-9078*

## 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/<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 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**

Refer to the *Design Review Process sheet* for required information or attachments.  
**\*\*INCOMPLETE APPLICATIONS WILL BE RETURNED\*\***

**ARE THE NECESSARY ATTACHMENTS AND INFORMATION INCLUDED?**

**YES**

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: \_\_\_\_\_

**FOR HPC OFFICE USE ONLY**

Date received: \_\_\_\_\_ FILE NO. \_\_\_\_\_  
District: \_\_\_\_\_/Individual Site: \_\_\_\_\_  
Contributing/Non-contributing/Pivotal/Supportive/:  
Type of work: Minor/Moderate/Major

\_\_\_ **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  
 1 Set of Plans reduced to 8 1/2" by 11" or 11" by 17"  
 Photographs  
 City Permit Application  
 Complete HPC Design Review application  
  
**Hearing Date set for:** \_\_\_\_\_

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