

PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT
445 MARSAC AVE - PO BOX 1480
PARK CITY, UT 84060
(435) 615-5060



HISTORIC DISTRICT/SITE DESIGN REVIEW

For Official Use Only

PLANNER: _____

APPLICATION #: _____

DATE RECEIVED: _____

EXPIRATION: _____

PLANNING DEPT.:

HIST. PRES. BOARD:

BOARD OF ADJUSTMENT:

APPROVED: _____

APPROVED: _____

APPROVED: _____

DENIED: _____

DENIED: _____

DENIED: _____

PROJECT INFORMATION

NAME: _____

ADDRESS: _____

TAX ID: _____ OR

SUBDIVISION: _____ OR

SURVEY: _____ LOT #: _____ BLOCK #: _____

APPLICANT INFORMATION

NAME: _____

MAILING _____

ADDRESS: _____

PHONE #: () - FAX #: () -

EMAIL: _____

Please check one:

OWNER: OPTIONEE: BUYER: AGENT: OTHER (SPECIFY): _____

APPLICANT'S REPRESENTATIVE INFORMATION

NAME: _____

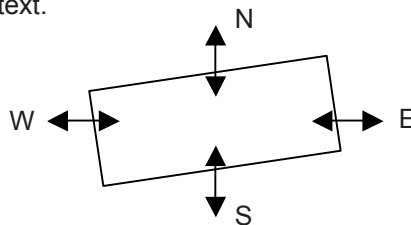
PHONE #: () -

EMAIL: _____

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org. Updated 10/2014..

SUBMITTAL REQUIREMENTS - It is the policy of the Park City Planning Department to only accept applications that have fulfilled all of the items listed below at the time of submittal. (*Required prior to the Pre-Application Conference with the Design Review Team. Submittal requirements for the Pre-Application Conference are restated on Page 6 of this application form.)

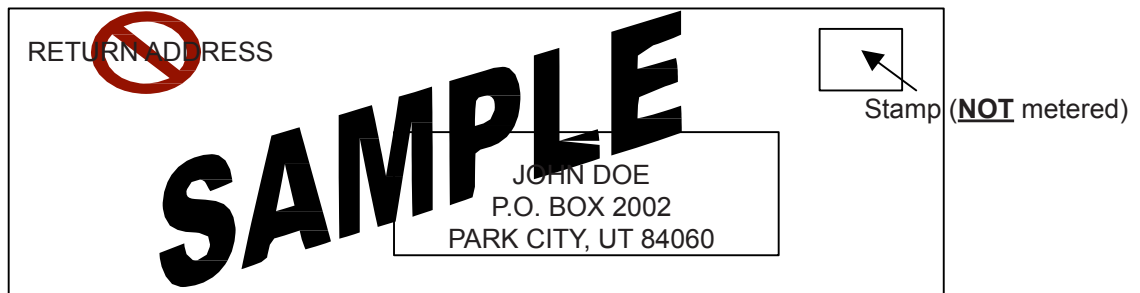
1. Completed and signed application.
2. Design Review fees - See the Fee Schedule in the Planning Department.
3. *Existing Site Plan - A certified topographical boundary survey of the existing site prepared by a licensed surveyor at an approved scale with two foot contours, along with 11"x 17" reductions, which includes the following:
 - existing grades referenced to USGS elevations
 - building footprint(s) of all existing buildings, structures and improvements on the site
 - existing physical encroachments on and off-site
 - existing utility locations
 - existing vegetation
 - existing drainage facilities
 - existing on- and off-site circulation and parking
4. *Current Photographs - Four (4) panoramic views of the existing property showing the site from the perimeter of the property from 90 degree compass intervals (camera facing toward site). Four (4) panoramic views showing the neighborhood taken from the perimeter of the property at 90-degree compass intervals (camera facing away from site). One (1) aerial photograph placing the subject property in a neighborhood context.



5. Proposed Site Plan - Based on the submitted certified topographic boundary survey drawn at an approved scale with two foot contours, along with 11"x17" reductions, which includes the following:
 - proposed grades referenced to USGS elevations
 - proposed building footprint(s) of all buildings, structures and improvements on site
 - superimposed building roof plans of all structures on site having ridgelines referenced to USGS elevations
 - existing physical encroachments on- and off-site
 - proposed utility locations
 - existing and proposed vegetation
 - proposed drainage facilities
 - proposed on- and off-site circulation and parking
 - proposed ground surface treatments
6. Complete set of proposed floor plans drawn at quarter-inch scale, along with 11"x17" reductions.
7. Complete set of proposed building sections drawn at quarter-inch scale, along with 11"x17" reductions.
8. Complete set of proposed building elevations - All building elevations illustrating the proposed work drawn to quarter-inch scale, along with 11"x17" reductions, with the elevations referenced to USGS datum on the submitted site plan demonstrating the following:
 - USGS datum points indicating existing and/or proposed floor levels
 - proposed final grade
 - top of foundations
 - overall roofline
 - measurement line drawn 27 feet above and parallel to the final grade

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- a measurement string line identifying the highest point of structure
 - any additional diagrams necessary to confirm height compliance
 - proposed materials called out
9. Streetscape elevation - A streetscape including 100 feet on either side of the subject property along the project side of the street to indicate accurate height, width, and building separations for all proposed work in relation to existing surrounding and adjacent buildings. It should be drawn at 1/8 inch scale (min. scale). If access to properties is limited, a photographic streetscape is allowed.
 10. Construction details - Any construction details drawn to an approved scale, along with manufacturer's cut sheets for proposed windows, doors, handrails, exterior trim and architectural ornamentation, etc.
 11. Presentation materials - The applicant should be aware that presentation materials for the Planning Department deliberations or the Historic Preservation Board meetings may be required. The presentation materials may include, but are not limited to the following:
 - 20"x30" presentation boards or electronically formatted equivalent
 - colored elevations and/or perspectives
 - additional photographs and/or graphic illustrations
 - a massing model
 - material samples
 12. Current title report dated within 30 days of submittal.
 13. Notice Requirements - Two sets of stamped, addressed #10 size business envelopes for property owners within 100 feet of the proposed project.
 - List of property owners' names and addresses as described above.
 - Envelopes (example given below of proper addressing) with mailing labels and stamps affixed. Do not use self-adhesive envelopes. Do not include a return address. Do not use metered postage.



ADDITIONAL REQUIREMENTS FOR HISTORIC SITES

14. *Measured As-Built Drawings - A complete set of measured drawings--elevations, floor plans, sections and/or details--depicting existing and/or historic conditions. Drawings:
 - should be drawn at quarter-inch scale, along with 11"x17" reductions.
 - must be produced from recorded, accurate measurements taken in the field and not based on estimates or assumptions, dimensions should be shown on the drawing.
 - must not include portions of the building(s) that are not accessible. Instead, these areas must be clearly labeled on the drawing as inaccessible.
 - must indicate existing materials along with construction details of any innovative or problematic structural or mechanical systems that are incorporated into the building.
 - should differentiate additions by shading as indicated:
 - original building - blacked-in walls
 - addition(s) - different shading to illustrate the progression of additions and a legend with corresponding dates.
 - illustrate the historical configuration (if known) with dashed (optional) lines.
 - should include interior dimensions and room names (optional, but recommended)

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15. Historic Preservation Plan (see form that accompanies this application).
16. *Physical Condition Report (see form that accompanies this application) - A written report, supported by photographic documentation, describing the existing conditions of the site.
17. A Historic Preservation Plan recommends an overall treatment approach in order to address the conditions documented by the Physical Conditions report. The Historic Preservation Plan assesses and guides the effects of the proposed construction-related work in order to ensure that the proposed project complies with the Design Guidelines for Historic Districts and Historic Sites.
20. *Historic Photographs (if available).
21. *Historic Site Form (available from the Planning Department).

PROPERTY INFORMATION

1. Historic Site? No Yes: Landmark Site Significant Site
2. Existing Zoning: _____; Applicant requesting a zone change? NO YES to _____.
3. Current use of property: _____
4. Please check the following statements that are applicable to the proposed project:
 - Modifying the exterior of an existing building and/or structure.
 - Altering square footage of an existing building and/or structure.
 - Modifying elements of the site other than buildings and/or structures.
 - Constructing a new building and/or structure.
5. Lot size: Acres: _____ Square feet: _____
6. Building (main) square footage: Existing: _____ Proposed: _____
7. Building (accessory) square footage: Existing: _____ Proposed: _____
8. Number of residential units: Existing: _____ Proposed: _____
9. Commercial Area: Gross floor area: _____ Net lease area: _____
10. Type(s) of proposed business activity: Retail Office Other (specify): _____
11. Number of parking spaces: Existing: _____ Proposed: _____
12. Is any new construction or addition occurring on a slope greater than 30%? YES NO
13. Is the project located within the Sensitive Lands Overlay? YES NO
14. Ownership/Occupancy:
 - Owner-occupied Lease Condominium Nightly Rental Timeshare

ACKNOWLEDGMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me in writing that it has been deemed complete.

I will keep myself informed of the deadlines for submission of materials and the progress of this application. I understand that a staff report will be made available for my review the week prior to any public hearings for public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional

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analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____ Date: _____

Name of Applicant: _____

Mailing Address: _____ City/State/Zip: _____

Phone #: () - _____ Fax #: () - _____

Email: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization (provided) from the owner to pursue the described action.

Name of Owner: _____

Address of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner, attach another copy of this form that has been completed by the fee owner, or a copy of your authorization to pursue this action.
2. If a corporation is fee titleholder, attach a copy of the resolution of the Board of Directors authorizing this action.
3. If a joint venture or partnership is the fee owner, attach a copy of the agreement authorizing this action on behalf of the joint venture or partnership.
4. If a Home Owner's Association is the applicant then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with a statement that the vote meets the requirements set forth in the CC&Rs.

PLEASE NOTE: This affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to final action.

ACKNOWLEDGMENT - APPLICATION MATERIALS AND REQUIREMENTS

As applicant for this proposal, I fully understand and agree to the following:

- This application is not deemed complete until the Planning staff has received all of the submittal requirements. The Project Planner will confirm a complete application in writing to the applicant.
- This application shall not be scheduled for review until the application is deemed complete.
- A fourteen (14) day public comment period will begin once a completed application is submitted.
- This Historic District/Site Design Review application will be reviewed for compliance with the Design Guidelines for Historic Districts and Historic Sites within forty-five (45) days of the end of the public comment period.
- I am in receipt of a current copy of the Steep Slope criteria and the specific zoning requirements of the Land Management Code for the area in which my project is located.
- I am in receipt of a current copy of the Design Guidelines for Historic Districts and Historic Sites that apply to my project.
- I am aware that all subdivision-related issues such as the removal of interior lot lines, combination or separation of existing lots and/or parcels, etc., shall be resolved prior to or in conjunction with the

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approval of this application.

- The approval of this project by the Planning Department is required prior to the issuance of any building permits.
- In the case of denial of this application, the Project Planner will notify me in writing of this action. If denied, I have the right to file an appeal of the decision, in writing, to the Historic Preservation Board within ten (10) days of said action.
- Upon approval of this application, the Project Planner will notify me in writing. The action letter shall include any specific Conditions of Approval describing how the project shall be executed. Failure to adhere to the Conditions of Approval may result in a stop-work order during construction or the reconstruction of the project per Conditions of Approval at the applicant's expense.

Signature of Applicant: _____ Date: _____

Name of Applicant: _____

Street Address of Subject Property: _____