

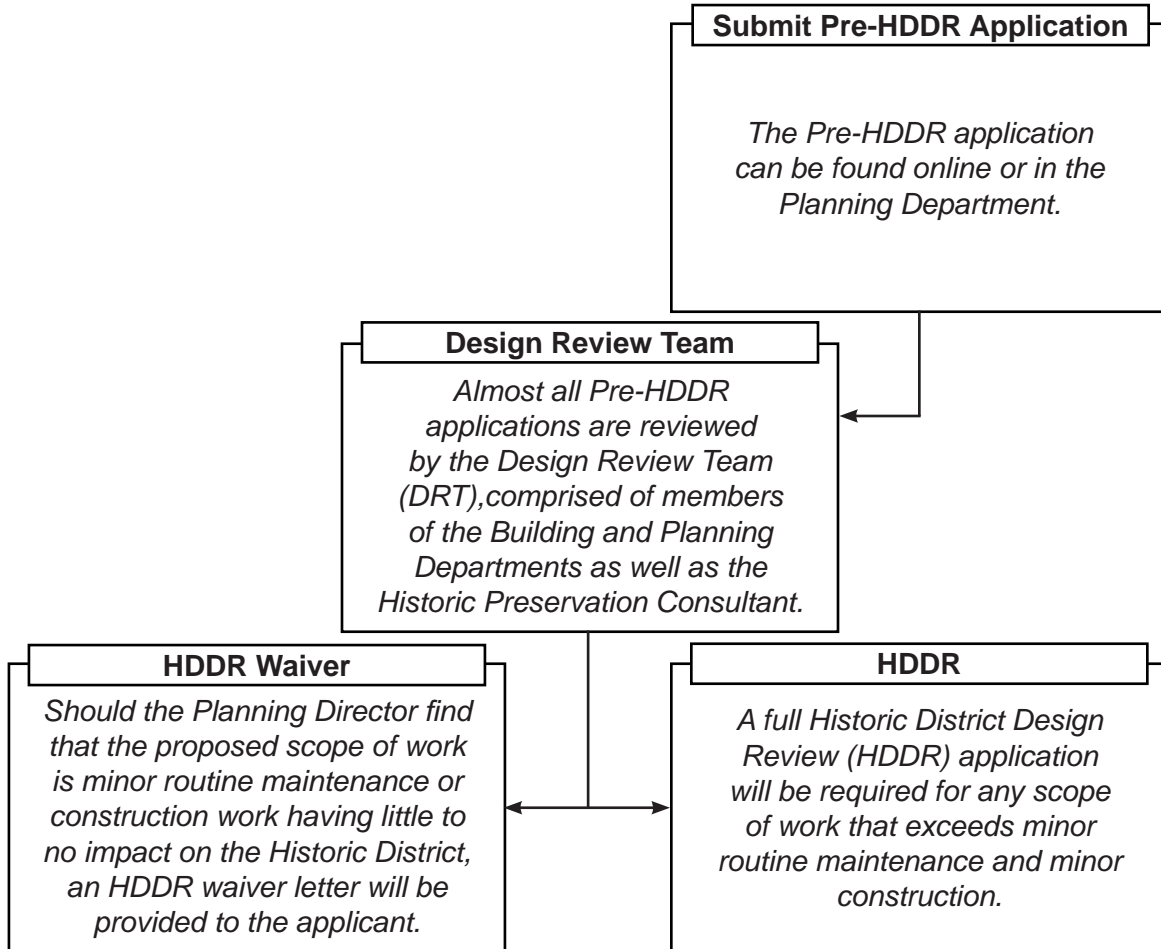
**PHYSICAL CONDITIONS REPORT
&
HISTORIC PRESERVATION PLAN**

**INFORMATION GUIDE
AND APPLICATIONS**

INFORMATION GUIDE

It is deemed to be in the best interest of the citizens of Park City, as well as the State of Utah, to encourage the preservation of buildings, structures, and sites of historic significance in Park City. These buildings, structures, and sites are among the City's most important cultural, educational, and economic assets.

Application Process for sites in the Historic District



The Planning Department is authorized to require that developers prepare a Physical Conditions Report and Historic Preservation Plan as a condition of approving an application that affects a historic structure, site, or object.

What is a Physical Conditions Report?

A Physical Conditions Report is a preservation and rehabilitation tool that identifies, describes, and evaluates the existing condition of a historic building at the specific point in time that the report is completed. It should document the history of construction and past alterations based on physical and documentary evidence. It should also evaluate the condition of specific character-defining features that make up the site or structure.

What is a Historic Preservation Plan?

A Historic Preservation Plan recommends an overall treatment approach in order to address

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.

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.

What does a Physical Conditions Report include?

A Physical Conditions Report is a comprehensive redecoration and evaluation of the elements, features, and spaces that make up a historic site or structure. The report shall identify each element, feature, and/or space and provide a detailed description of:

- What is it?
- What does it look like?
- What is it made of?
- How was it constructed?

The Physical Conditions Report should be completed after conducting a visual inspection of the existing conditions including uninhabitable space such as roofs, attics, basements, and crawlspaces. Selective demolition or removal of wall and floor coverings may be helpful, but is not required.

What does a Historic Preservation Plan include?

The Historic Preservation Plan outlines proposed treatments for the elements, features, and/or spaces identified by the Physical Conditions Report. These treatment options should be consistent with the Design Guidelines for Historic Districts and Historic Sites, consider potential impacts of proposed treatments, and avoid significantly altering the historic site's or structure's historic integrity.

What is the purpose of the Physical Conditions Report and Historic Preservation Plan?

The Physical Conditions Report helps establish the scope of work for the proposed project. By determining the condition of the specific elements and character-defining features of the site or structure, the report aids the applicant in selecting an appropriate treatment method for the Historic Preservation Plan.

The four (4) recognized treatment options are:

- **Preservation.** If you want to stabilize a building or structure, retain most or all of its historic fabric, and keep it looking the way it does now, you will be preserving it. Preservation is the first treatment to consider and it emphasizes conservation, maintenance and repair.
- **Rehabilitation.** If you want to update a building for its current or a new use, you will be rehabilitating it. Rehabilitation, the second treatment, also emphasizes retention and repair of historic materials, though replacement is allowed because it is assumed that the condition of existing materials is poor.
- **Restoration.** If you want to take a building back to an earlier time by removing later features, you will be restoring it. Restoration, the third treatment, centers on retaining materials from the most significant period in the property's history. Because changes in a site convey important information about the development history of that site and its structures, restoration is less common than the previous treatments.
- **Reconstruction.** If you want to bring back a building that no longer exists or cannot be repaired, you will be reconstructing it. Reconstruction, the fourth treatment, is used to recreate a non-surviving building or one that exists now, but is extremely deteriorated and unsalvageable. Reconstruction is rarely recommended.

Most projects will employ two (2) or more of these treatments.

The Historic Preservation Plan outlines the proposed treatment for each element, feature, and/or space documented in the Physical Conditions Report. The Historic Preservation Plan considers the current and proposed program needs of the site and/or structure in order to guide treatment approaches and prevent alterations that may have an adverse effect on the site and/or structure.

Who can complete a Physical Conditions Report and Historic Preservation Plan?

The Physical Conditions Report and Historic Preservation Plan may be prepared by the property owner, architect, structural engineer, historic preservation consultant, contractor, or other members of the design team.

INSTRUCTIONS FOR PHYSICAL CONDITIONS REPORT

The purpose of the Physical Conditions Report is to document the existing conditions of the site, its buildings, and structures. All sites, historic or otherwise, that are subject to a Historic District Design Review application are required to complete a Physical Conditions Report. This form may be completed and submitted to the Planning Department prior to your Pre-Application Conference.

It is important to identify each element, feature, or space of a historic site and/or structure as all materials, elements, features, and space show the history of construction and past alterations that make up the historic site and/or structure as it exists today. Together and individually, these components contribute to or detract from the historic integrity. Each component should be described regardless of its historical significance.

Please note the following:

- 1. Multiple Buildings and/or Structures.** For Historic District Design Reviews (HDDR) that include more than one (1) structure, please complete an individual Physical Conditions Report for each structure on the site.
- 2. Conditions Assessment.** In order to fully document each element, feature, and/or space of the historic site or structure, a description of the individual item as well as a conditions evaluation should be provided.

At a minimum, the description narrative should describe the overall appearance, material, and condition of each element, feature, and/or space. The description should also identify and evaluate causes for deterioration, decay, or loss of material. Descriptions should refer to the location and the extent of the deficiency. Photo-documentation should be referenced as well. Any limitations or obstacles to an inspection should be noted as part of the description.

Window and Door Survey forms have been included as part of this application. All window and door openings should be assigned a number and described as part of the survey. Windows and doors in pairs or groupings should be assigned separate numbers.

- 3. Structural Evaluation.** A licensed structural engineer's report should be provided for any proposed panelization or reconstruction project. The structural engineer must certify that the building cannot be reasonably moved intact and demonstrate that the structural system is failing.
- 4. Conditions Evaluation.** Each element, feature, and/or space of the historic site or structure shall be described in detail and include photographic documentation to illustrate the condition. Conditions shall be assessed as:
 - *Excellent Condition.* An element, feature, and/or space is evaluated to be in good condition when it meets the following criteria:
 - It is intact, structurally sound, and performing its intended purpose
 - There are no cosmetic imperfections
 - Needs no repair
 - *Good Condition.* An element, feature, and/or space is evaluated to be in good condition when it meets the following criteria:
 - It is intact, structurally sound, and performing its intended purpose
 - There are few cosmetic imperfections
 - It needs only minor or routine maintenance

- *Fair Condition.* An element, feature, and/or space is evaluated to be in fair condition when it meets the following criteria:
 - There are early signs of wear, failure, or deterioration though the element or feature is generally structurally sound and performing its intended purpose
 - There is a failure of a sub-component of the element or feature
 - Replacement of up to 25% of the feature or element is required
 - Replacement of a defective sub-component of the element or feature is required.
- *Poor Condition.* An element, feature, and or/space is evaluated to be in poor condition when it meets the following criteria:
 - It is no longer performing its intended purpose
 - It is missing
 - It shows signs of imminent failure or breakdown
 - More than 25% of the feature or element is deteriorated or damaged and the element or feature cannot be made safe and serviceable through repair
 - It requires major repair or replacement

5. Photo Documentation. Historic and current photographic documentation shall be provided for the conditions described in the narrative for each element, feature, and/or space. Digital photos must be comprehensive and clear. At a minimum:

- Photographs of each building elevation should be provided. Multiple photographs may be used to document the entire length of a façade, if necessary.
- Where appropriate, a measuring scale should be included in the photograph to verify dimensions. This should be completed for any photographs of architectural details.
- Each feature described in this report must include at least one (1) corresponding photograph. More than one (1) photograph per description is encouraged.
- Photographs should be numbered and organized in the same order as the narratives described above. Photographs should be printed in color. To avoid creating a large and unmanageable file, it is recommended that you use an image file compressor when importing images into the contact sheets.
- Images on a Disc. Digital copies of the photographs used in the contact sheets that accompany this report should be saved separately on a CD-R and submitted to the Planning Staff with the report. Do not submit original materials. Materials submitted with the form will not be returned to the applicant.
 - i. The size of the images should be at least 3,000 x 2,000 pixels at 300 dpi (pixels per inch) or larger if possible.
 - ii. It is recommended that digital images be saved in 8-bit (or larger) format.
 - iii. TIFF images are preferred, but JPEG images will be accepted.
 - iv. The CD-R should be labeled as PCR Form "Property Address" "Date".
- Contact sheets should be printed in color on high-quality paper (photo paper is preferred).
- The photos should be organized in a clear, comprehensive manner, reflecting the order of the Physical Conditions Report. Captions are recommended, but not required. See next page for example of photo numbering.



PHYSICAL CONDITIONS REPORT

For Use with the *Historic District Design Review (HDDR)* Application

For Official Use Only

PLANNER: _____ APPLICATION #: _____
DATE RECEIVED: _____

PROJECT INFORMATION

NAME: _____
ADDRESS: _____

TAX ID: _____ OR
SUBDIVISION: _____ OR
SURVEY: _____ LOT #: _____ BLOCK #: _____
HISTORIC DESIGNATION: LANDMARK SIGNIFICANT NOT HISTORIC

APPLICANT INFORMATION

NAME: _____
MAILING ADDRESS: _____

PHONE #: () - _____ FAX #: () - _____
EMAIL: _____

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.

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 understood 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 that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or 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 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: _____

Name of Applicant: _____

Mailing _____

Address: _____

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

Email: _____

Type of Application: _____

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 from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____

Mailing Address: _____

Street Address/ Legal _____

Description of Subject Property: _____

Signature: _____ Date: _____

- 1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
- 2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
- 3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
- 4. If a Home Owner’s Association is the applicant than the representative/president must attaché 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 the statement that the vote meets the requirements set forth in the CC&Rs.

Please note that 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.

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.

SAMPLE PHYSICAL CONDITIONS REPORT

This sample is based on the residence located at 664 Woodside Ave.

Sample Detailed Description of Existing Conditions:

7. Porches

Use this section to describe the porches. Address decorative features including porch posts, brackets, railing, and floor and ceiling materials. Supplemental pages should be used to describe additional elements and features.

Element/Feature: Front Porch (East Facade)

This involves: An original part of the building
 A later addition

Estimated date of construction: 1930s

Describe existing feature:

Based on evidence from Sanborn Maps and historic tax photographs, the L-shaped front porch is an extension of the original 1905 porch and was constructed sometime in the 1930s. The square railings and square balustrades, square porch posts, porch ceiling, roof structure, and square horizontal members are all made of painted wood. The decking material is poured concrete. The roof of the porch is a shed roof and the roof material is standing seam metal. The porch is located on the east facade, wraps along the south facade, and continues to the west facade. The railing and balustrades break at the front entrance door, at the south end of the east facade, and at the side entrance which is centered on the south facade. The porch is flush with the existing grade on the east facade. The porch is very un-ornamental with no brackets or other decorative features.

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Several of the wood porch posts and horizontal members have been replaced. The new wood porch posts and horizontal members are unpainted. The remaining historic wood railings and balustrades, porch posts, porch ceiling, roof structure, and horizontal members are missing paint. The fascia board at the connection between the east facade gable and porch roof is rotted and damaged. Wires are hanging/detached near the east facade gable and porch roof connection on the east facade. The flashing between the main roof and the porch roof is showing signs of rust.

Photo Numbers: 1, 2, 3, 4, 5, 6, 7, 9, 12, 13

Illustration Numbers: 7a

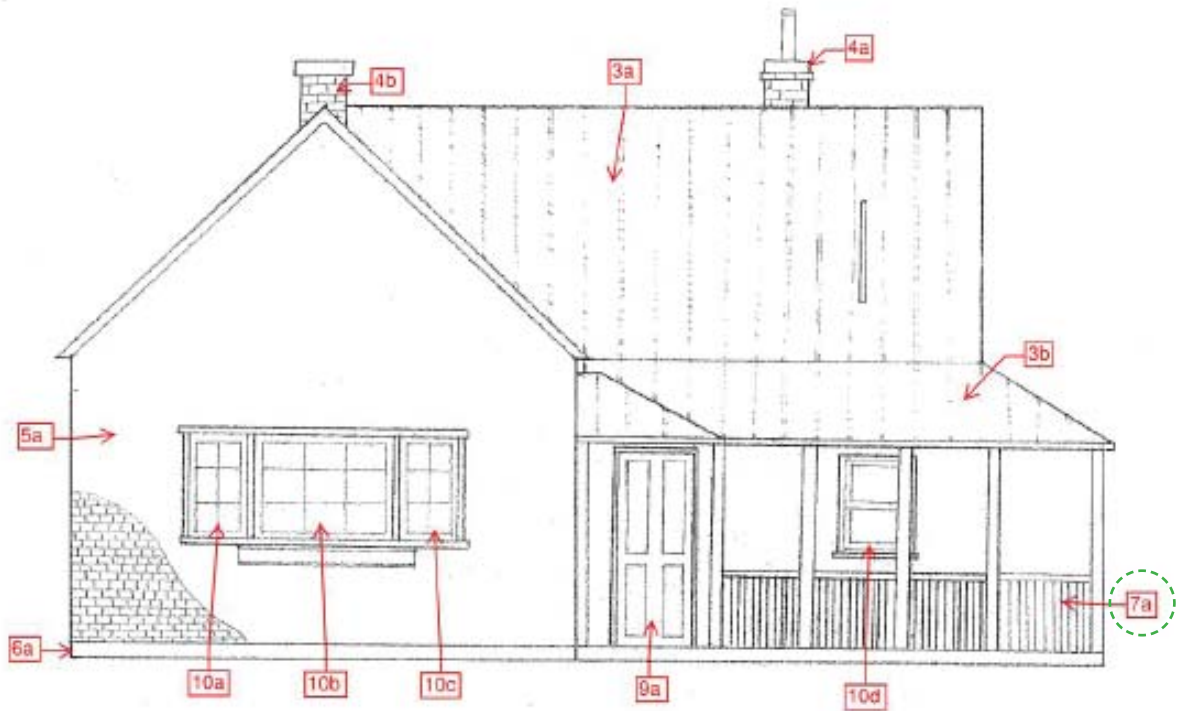
Multiple photos provide detailed documentation of existing features and any deficiencies.

Number corresponding to the illustration on the following page.

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.

SAMPLE ILLUSTRATION

East Facade:



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.

SAMPLE PHOTO DOCUMENTATION SHEET

Photo #1: East Elevation



Photo #2: East Elevation Porch Ceiling and Support Structure Detail



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.

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PHYSICAL CONDITIONS REPORT

Detailed Description of Existing Conditions. Use this page to describe all existing conditions. Number items consecutively to describe all conditions, including building exterior, additions, site work, landscaping, and new construction. Provide supplemental pages of descriptions as necessary for those items not specifically outlined below.

1. Site Design

This section should address landscape features such as stone retaining walls, hillside steps, and fencing. Existing landscaping and site grading as well as parking should also be documented. Use as many boxes as necessary to describe the physical features of the site. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

2. Structure

Use this section to describe the general structural system of the building including floor and ceiling systems as well as the roof structure. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

3. Roof

Use this section to describe the roofing system, flashing, drainage such as downspouts and gutters, skylights, chimneys, and other rooftop features. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

4. Chimney

Use this section to describe any existing chimneys. One box should be devoted to each existing chimney. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

5. Exterior Walls

Use this section to describe exterior wall construction, finishes, and masonry. Be sure to also document other exterior elements such as porches and porticoes separately. Must include descriptions of decorative elements such as corner boards, fascia board, and trim. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building

A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies:

Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies:

Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies:

Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

6. Foundation

Use this section to describe the foundation including its system, materials, perimeter foundation drainage, and other foundation-related features. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies:

Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

7. Porches

Use this section to describe the porches. Address decorative features including porch posts, brackets, railing, and floor and ceiling materials. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies:

Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

8. Mechanical System, Utility Systems, Service Equipment & Electrical

Use this section to describe items such as the existing HVAC system, ventilation, plumbing, electrical, and fire suppression systems. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

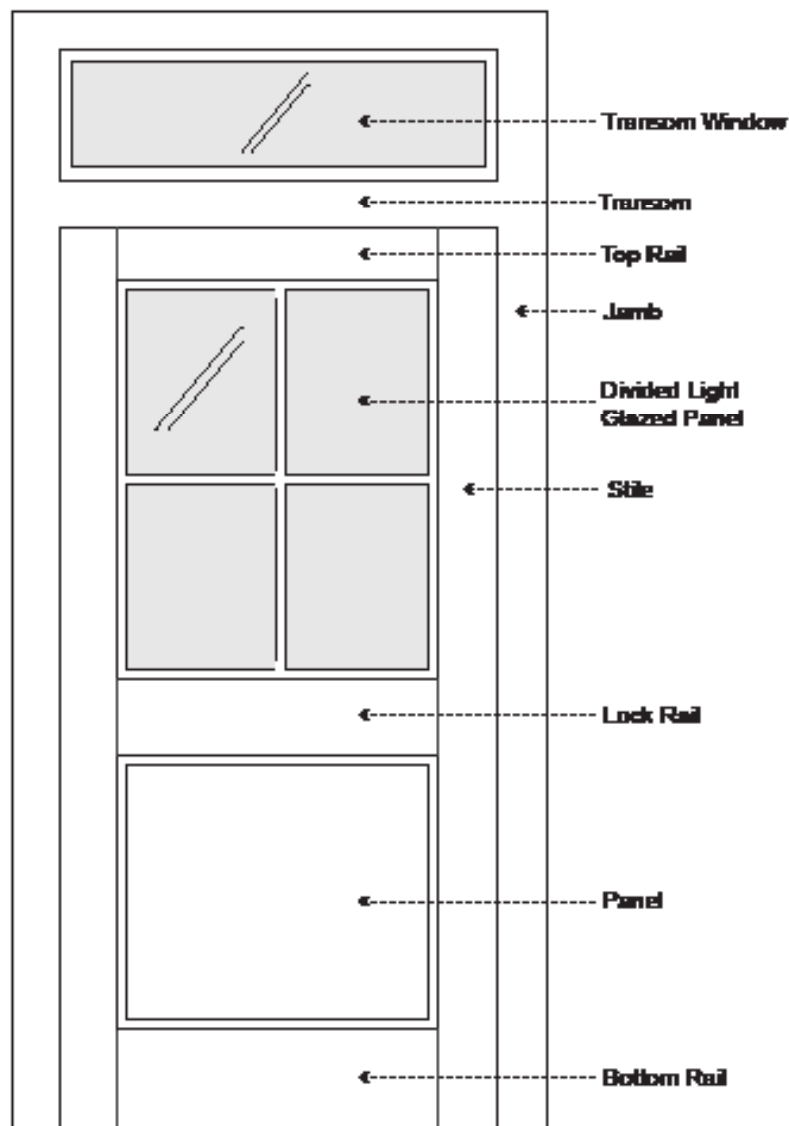
Photo Numbers: _____ Illustration Numbers: _____

9. Door Survey

Basic Requirements

1. All door openings on the exterior of the structure should be assigned a number and described under the same number in the survey form. Doors in pairs or groupings should be assigned individual numbers. Even those not being replaced should be assigned a number corresponding to a photograph or drawing of the elevation, unless otherwise specified specifically by the planner.
2. Describe the issues and conditions of each exterior door in detail, referring to specific parts of the door. Photographs depicting existing conditions may be from the interior, exterior, or both. Additional close-up photos documenting the conditions should be provided to document specific problem areas.
3. The Planning Department's evaluation and recommendation is based on deterioration/damage to the door unit and associated trim. Broken glass and normal wear and tear are not necessarily grounds for approving replacement.
4. The condition of each door should be documented based on the same criteria used to evaluate the condition of specific elements and features of the historic structure or site: Good, Fair, Poor.

Don't forget to address service, utility, and garage doors where applicable.



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Door Survey Form

Total number of door openings on the exterior of the structure: _____

Number of historic doors on the structure: _____

Number of existing replacement/non-historic doors: _____

Number of doors completely missing: _____

Please reference assigned door numbers based on the Physical Conditions Report.

Number of doors to be replaced: _____

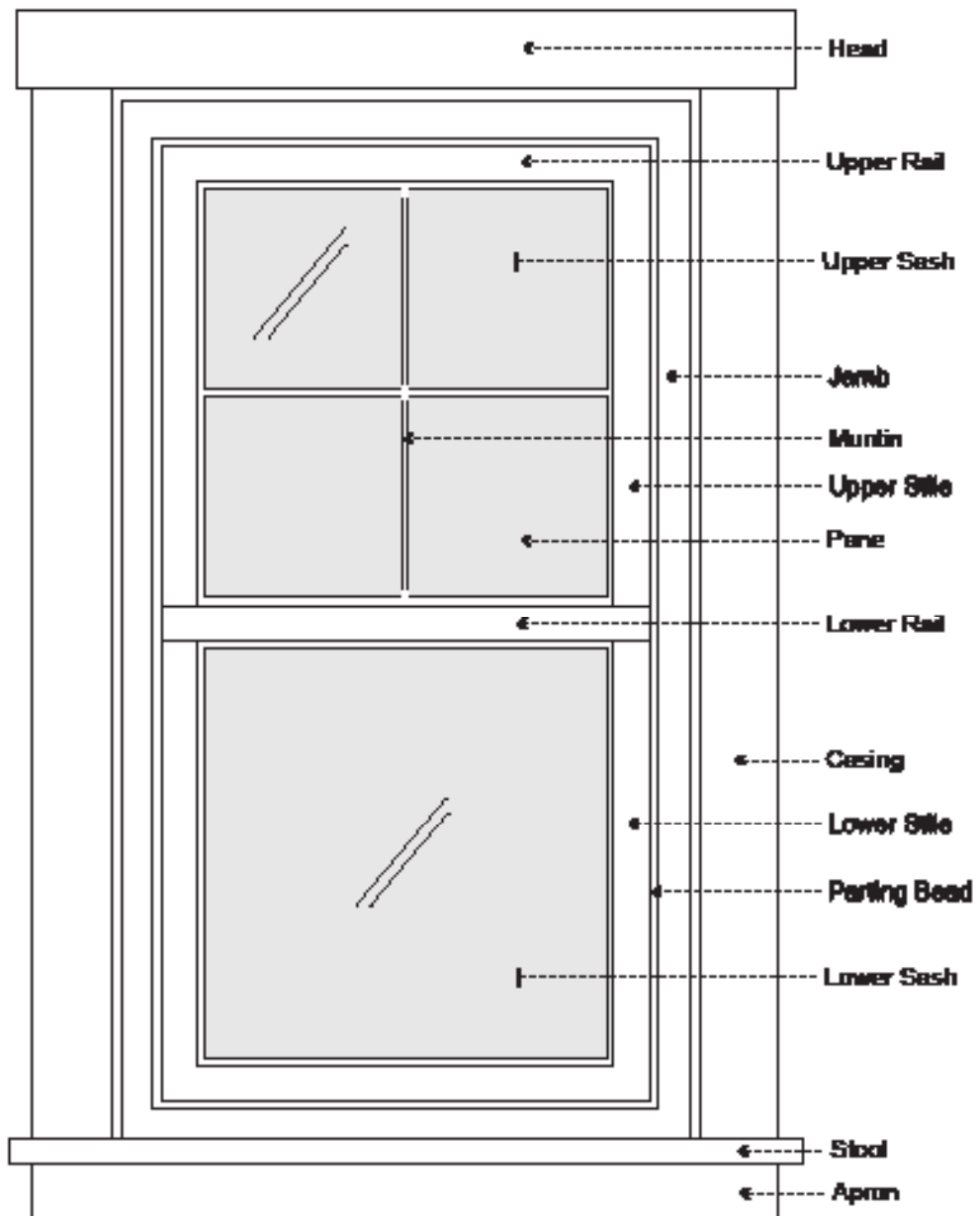
<i>Door #:</i>	<i>Existing Condition (Excellent, Good, Fair, Poor):</i>	<i>Describe any deficiencies:</i>	<i>Photo #:</i>	<i>Historic (50 years or older):</i>

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.

10. Window Survey

Basic Requirements

1. All window openings on the structure should be assigned a number and described under the same number in the survey form. Windows in pairs or groupings should be assigned individual numbers. Even those not being replaced should be assigned a number corresponding to a photograph or drawing of the elevation, unless otherwise specified specifically by the planner.
2. Describe the issues and conditions of each window in detail, referring to specific parts of the window. Photographs depicting existing conditions may be from the interior, exterior, or both. Additional close-up photos documenting the conditions should be provided to document specific problem areas.
3. The Planning Department's evaluation and recommendation is based on deterioration/damage to the window unit and associated trim. Broken glass and windows that are painted shut alone are not grounds for approving replacement.



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.

Window Survey Form

Total number of window openings on the exterior of the structure: _____

Number of historic windows on the structure: _____

Number of existing replacement/non-historic windows: _____

Number of windows completely missing: _____

Please reference assigned window numbers based on the Physical Conditions Report.

Number of windows to be replaced: _____

Window #:	<i>Existing Condition (Excellent, Good, Fair, Poor):</i>	<i>Describe any deficiencies:</i>	<i>Photo #:</i>	<i>Historic (50 years or older):</i>

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.

11. Interior Photographs

Use this section to describe interior conditions. Provide photographs of the interior elevations of each room. (This can be done by standing in opposite corners of a square room and capturing two walls in each photo.)

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies:

Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies:

Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Supplemental Sheets

Supplemental Page ____ of ____

Supplemental pages should be used to describe any additional elements and features not previously described in this packet.

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

Element/Feature: _____

This involves: An original part of the building
 A later addition

Estimated date of construction: _____

Describe existing feature:

Describe any deficiencies: Existing Condition: Excellent Good Fair Poor

Photo Numbers: _____ Illustration Numbers: _____

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



HISTORIC PRESERVATION PLAN

For Use with the *Historic District/Site Design Review* Application

For Official Use Only

PLANNER: _____ APPLICATION #: _____

DATE RECEIVED: _____

PLANNING DIRECTOR _____ CHIEF BUILDING OFFICIAL _____
APPROVAL DATE/INITIALS: _____ APPROVAL DATE/INITIALS: _____

PROJECT INFORMATION

LANDMARK SIGNIFICANT DISTRICT: _____

NAME: _____

ADDRESS: _____

TAX ID: _____ OR

SUBDIVISION: _____ OR

SURVEY: _____ LOT #: _____ BLOCK #: _____

APPLICANT INFORMATION

NAME: _____

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

EMAIL: _____

INSTRUCTIONS FOR HISTORIC PRESERVATION PLAN

The purpose of the HISTORIC PRESERVATION PLAN is to provide a detailed description of the proposed project, including the scope of work, methods/techniques being considered, and the potential impacts and/or benefits to Park City's historic resources. The Planning Department is authorized to require a Historic Preservation Plan as a condition of approving an application for a building project that affects a historic structure, site or object. The Planning Director and the Chief Building Official, or their designees, must approve the Historic Preservation Plan.

It is important to address the condition of each element, feature, or space of a historic site and/or structure as identified by the Physical Conditions Report.

Please note the following:

- 1. Multiple Buildings and/or Structures.** For Historic District Design Reviews (HDDR) that include more than one (1) structure, please complete an individual Physical Conditions Report for each structure on the site.
- 2. Scope of Work.** Summarize the impacts the proposed project will have on each of the elements/features identified by the Physical Conditions Report. If the project proposes a negative impact on any character-defining feature, explain why it is unavoidable and what measures are proposed to mitigate the adverse effects.
- 3. Construction Issues.** Following the format of the Physical Condition Report, summarize the work being proposed for each feature. Provide reference to or excerpts from the Physical Condition Report if needed to supplement the work summaries. Address the treatments being considered and the methods and techniques being proposed.

According to the *Design Guidelines for Historic Districts and Historic Sites* the four treatments for historic sites include:

- **Preservation.** If you want to stabilize a building or structure, retain most or all of its historic fabric, and keep it looking the way it does now, you will be preserving it. Preservation is the first treatment to consider and it emphasizes conservation, maintenance and repair.
 - **Rehabilitation.** If you want to update a building for its current or a new use, you will be rehabilitating it. Rehabilitation, the second treatment, also emphasizes retention and repair of historic materials, though replacement is allowed because it is assumed that the condition of existing materials is poor.
 - **Restoration.** If you want to take a building back to an earlier time by removing later features, you will be restoring it. Restoration, the third treatment, centers on retaining materials from the most significant period in the property's history. Because changes in a site convey important information about the development history of that site and its structures, restoration is less common than the previous treatments.
 - **Reconstruction.** If you want to bring back a building that no longer exists or cannot be repaired, you will be reconstructing it. Reconstruction, the fourth treatment, is used to recreate a non-surviving building or one that exists now, but is extremely deteriorated and unsalvageable. Reconstruction is rarely recommended.
- 4. Conditions Evaluation.** The scope of work for those features/elements identified as fair or poor in the Physical Conditions Report require a more comprehensive approach to its deteriorated condition. Please provide specific details outlining your scope of work.
 - 5. References.** Specific conditions should be addressed using recognized preservation methods. It may be helpful to reference the National Park Service's Preservation Briefs in order to specify

recognized preservation methods for features/elements such as wood windows, porches, and masonry chimneys. These and other features are described in the Preservation Briefs, available online at: <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

Site Design

Use this section should describe the scope of work and preservation treatment for landscape features such as stone retaining walls, hillside steps, and fencing. Existing landscaping and site grading as well as parking should also be documented. Use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Structure

Use this section to describe scope of work and preservation treatment for the general structural system of the building including floor and ceiling systems as well as the roof structure. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Roof

Use this section to describe the proposed scope of work and preservation treatment for the roofing system, flashing, drainage such as downspouts and gutters, skylights, chimneys, and other rooftop features. Use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Chimney

Use this section to describe the proposed scope of work and preservation treatment for any existing chimneys. One box should be devoted to each existing chimney. Supplemental pages should be used to describe additional elements and features.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Exterior Walls

Use this section to describe the proposed scope of work and preservation treatment for the exterior wall construction, finishes, and masonry. Please describe the scope of work for each individual exterior wall, use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Foundation

Use this section to describe the proposed scope of work and preservation treatment for the foundation including its system, materials, perimeter foundation drainage, and other foundation-related features. Use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Porches

Use this section to describe the proposed scope of work and preservation treatment for all porches. Address decorative features including porch posts, brackets, railing, and floor and ceiling materials.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Doors

Use this section to describe the proposed scope of work and preservation treatment for all exterior doors, door openings, and door parts referenced in the Door Survey of the Physical Conditions Report. Please describe the scope of work for each individual exterior door, use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Windows

Use this section to describe the proposed scope of work and preservation treatment for all exterior windows, window openings, and windows parts referenced in the Door Survey of the Physical Conditions Report. Please describe the scope of work for each individual exterior window, use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Mechanical System, Utility Systems, Service Equipment & Electrical

Use this section to describe proposed scope of work and preservation treatment for items such as the existing HVAC system, ventilation, plumbing, electrical, and fire suppression systems. Supplemental pages should be used to describe additional elements and features. Use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Additions

Use this section to describe the proposed scope of work for any additions. Describe the impact and the preservation treatment for any historic materials. Supplemental pages should be used to describe additional elements and features. Use supplemental pages if necessary.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

4. PROJECT TEAM

List the individuals and firms involved in designing and executing the proposed work. Include the names and contact information for the architect, designer, preservation professional, contractor, subcontractors, specialized craftspeople, specialty fabricators, etc...

Provide a statement of competency for each individual and/or firm listed above. Include a list or description of relevant experience and/or specialized training or skills.

Will a licensed architect or qualified preservation professional be involved in the analysis and design alternatives chosen for the project? Yes or No. If yes, provide his/her name.

Will a licensed architect or other qualified professional be available during construction to ensure the project is executed according to the approved plans? Yes or No. If yes, provide his/her name.

5. SITE HISTORY

Provide a brief history of the site to augment information from the Historic Site Form. Include information about uses, owners, and dates of changes made (if known) to the site and/or buildings. Please list all sources such as permit records, current/past owner interviews, newspapers, etc. used in compiling the information.

6. FINANCIAL GUARANTEE

The Planning Department is authorized to require that the Applicant provide the City with a financial Guarantee to ensure compliance with the conditions and terms of the Historic Preservation Plan. (See Title 15, LMC Chapter 11-9) Describe how you will satisfy the financial guarantee requirements.

7. ACKNOWLEDGMENT OF RESPONSIBILITY

I have read and understand the instructions supplied by Park City for processing this form as part of the Historic District/Site Design Review application. The information I have provided is true and correct to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Name of Applicant: _____

Supplemental Sheets

Supplemental Page ____ of ____

Supplemental pages should be used to describe the scope of work and preservation treatment for any additional elements and features not previously described in this packet.

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

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Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

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Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work:

Element/Feature: _____

- This involves: Preservation Restoration
 Reconstruction Rehabilitation

Based on the condition and deficiencies outlined in the Physical Conditions Report, please describe in detail the proposed work: