

REQUIRED ATTACHMENTS

Storefront Alterations

- Existing elevations
- Existing condition photos of entire building and details where work will be done
- Photo montage or elevation drawings of proposed storefront
- Materials proposed
- Signage and lighting proposed
- Photographs of existing conditions

Lighting

- Cut sheets of type of fixture to be used
- Photographs of existing conditions
- Photo montage of proposed lighting

Signage & Awnings

- Photographs of existing conditions
- Photo montage (with signage & awnings drawn or photo-shoped in the exact location of placement) of proposed signage & awnings
- Measured drawings of proposed signage & awning (What are the dimensions? Does the awning cover the entire length of the façade or only window or door bays?)
- Section drawing of proposed sign & awning – showing how far the awning or sign projects from the wall, with its backing board and lettering or awning framing; must also show the wall where the awning/sign will be mounted.
- Method of installation of sign & awning onto storefront/sign band - note storefront material (i.e. wood, stucco, brick – if brick sign should be bolted into the mortar joints.)

Windows

- Photographs of each existing window to be altered
- Elevation showing as-built / existing windows to be replaced
- Elevation showing proposed windows
- Cross-section of existing window / as-built, showing head, jamb and sill
- Cross-section of proposed window showing head, jamb and sill (manufacturer's cut sheets are fine if they show dimensions)
- Example of proposed window corner (optional)
- Documentation about the original windows, photographs or typical windows for the historic period (only necessary if the existing are not historic windows)
- Conditions statement describing the type and extent of deterioration justifying the window removal

Façade Restoration

- Method of façade cleaning (limit of 500 PSI)
- Specifications for any masonry patching

- Specifications for repointing
- Specifications for any coatings proposed
- Scaffolding drawings

I. EXTERIOR ALTERATION OR REPAIR:

- A. Photographs of the existing structure, with “detail” photos of the specific facades and architectural features (doors, windows, railings, siding, roofing, paving, etc.) that are to be altered or repaired;
- B. Descriptions of the materials, size, and spacing of architectural features that are to be altered or repaired, their present condition, and the reasons for their proposed alteration or repair;
- C. Manufacturers product information regarding proposed material(s) for the project, including dimensions, compositions, application methods, and recommended uses; 2) samples of the proposed material(s);
- D. Scaled drawings showing proposed alterations of the relevant façade(s) and architectural features, together with site plans, if relevant. Working drawings should be provided for large projects.

II. NEW CONSTRUCTION / ADDITIONS:

- A. Site plan with measured distances;
- B. A complete set of elevation drawings for the proposed project, and, in the case of an addition, drawings that show the proposed addition together with the existing structure. If the proposed project is located within a historic district, applicant must include a streetscape elevation showing the new structure in the context of neighboring buildings, structures, and sites. Working drawings should be provided for large projects. Three-dimensional models are optional;
- C. A list of materials specifications, together with manufacturers product information for proposed materials that includes dimensions, materials, application methods, and recommended uses;
- D. Samples or other specific descriptions of the proposed materials(s);

- E. Photographs of the existing site or structure, and, if the proposed project is within a historic district, photographs of adjacent structures.

III. RELOCATION OF EXISTING STRUCTURES:

- A. Photographs of the existing structure and adjacent buildings, and the proposed relocation site and its adjacent buildings;
- B. Statement of the need / purposes for the proposed relocation, and any alternatives to relocation considered by the applicant;
- C. Estimated damage to the structure or loss of any of its architectural elements that may result from the proposed relocation (if any alterations are proposed to the structure after relocation, applicants must meet the requirements of Section I above: "Exterior Alteration or Repair");
- D. Site plan for the existing structure, as well as the site plan for the structure on the proposed relocation site;

IV. DEMOLITION OF STRUCTURES:

- A. Photographs of all elevations of the existing structures and all adjacent properties;
- B. Statement of the need / purposes for the proposed demolition;
- C. Any alternatives to demolition considered by the applicant, including good faith efforts to sell the property to parties willing to preserve the structure.

NOTE: The Planning Office has examples of all types of applications that are available for review by prospective applicants. Before submission of an application occurs, the applicant should review the submission requirements with the Planning Office.