

Historic Structure Assessment

OVERVIEW

For property owners who are potentially interested in landmarking the property, the first step is a Historic Structure Assessment (HSA). The purpose of the HSA is to evaluate the condition of a historic structure and create a priority list for structural and historical architectural elements which need to be preserved or restored. City Council Resolution 17, Series 2019 allows up to **\$4,000** for a residential HSA and up to **\$9,000** for a commercial HSA. City Staff, the Historic Preservation Commission (HPC) and City Council will use this information as reference if the owner applies for landmark preservation/restoration grant funds.

SUBMITTAL REQUIREMENTS

- ☐ Pre-application meeting with staff
- ☐ Application form
- ☐ W9 Tax Form

PROCESS

1. Property owner completes an application for the HSA grant and forwards it to the Preservation Planner for review.
2. Staff will schedule the probable cause hearing before the HPC and notify the applicant of the date and time. The applicant should plan to attend the HPC meeting.
3. If probable cause for landmarking the property is found, the property owner coordinates with a Preservation Planner to conduct the HSA (outline provided by the Preservation Planner after approval).
4. Prior to signing a contract with the preservation professional, the property owner should submit the contract/price estimate to the City for approval.
5. Professional will conduct the HSA per the provided Scope of Work.
6. Submit draft HSA to Preservation Planner for review to ensure minimum standards of Scope of Work met. If any revisions are required, the Preservation Planner will provide comments on the document.
7. The completed HSA is provided to property owner by professional, and then forwarded to the City for final acceptance.
8. Property owner provides the W9 Tax Form, and HSA Invoice (paid) to the Preservation Planner for reimbursement.
9. Property owner meets with Preservation Planner to discuss next steps.

HISTORIC PRESERVATION APPLICATION

CASE NO. _____

PROPERTY INFORMATION

Address: _____

Date of Construction: _____

Legal Description: Lot _____ Block _____

Subdivision: _____

Landmark Name and Resolution (if applicable):

TYPE(S) OF APPLICATION

- ☐ Probable Cause/Historic Structure Assessment
- ☐ Landmark
- ☐ Historic Preservation Fund Grant
- ☐ Historic Preservation Fund Loan
- ☐ Alteration Certificate
- ☐ Demolition Review
- ☐ Other: _____

APPLICANT INFORMATION

Name: _____

Company: _____

Address: _____

Telephone: _____

Email: _____

REQUEST SUMMARY

OWNER INFORMATION (IF DIFFERENT)

Name: _____

Company: _____

Address: _____

Telephone: _____

Email: _____

SIGNATURES AND DATE

Applicant Name (print)

Date

Applicant Signature

Owner Name (print)

Date

Owner Signature

