

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 the attached application for the HSA grant and forwards it to the Preservation Planner for review.
2. Staff will schedule the probable cause hearing 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. *For commercial properties: Preservation Planner must review a draft of the HSA prior to final submittal.*
7. The completed HSA is provided to property owner by professional, and then forwarded to the City for review. If any revisions are required, the Preservation Planner will provide comments on the document.
8. Property owner provides the final HSA, W9 Tax Form, and HSA Invoice (paid) to the Preservation Planner for review and 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