



Historic Review Application Instructions

It is the goal of the Department of Neighborhood & Development Services to provide adequate public notification for development items. Following is a list of required items to include with your Historic Review application. For your application to be considered complete, you must provide responses to all required information. Failure to provide this information may delay the review of your application.

Prior to submitting an application for historic review, staff recommends a pre-application meeting, which can be coordinated by contacting the Historic Preservation Planner at 319- 356-5230.

If you have any comments, questions, or concerns, please contact our department at 319-356-5230.

Locations Tab

Add Location:

Add the location of where the proposed project will occur. You may search for the location by parcel number or project address using the address number and street name only.

Type Tab

Description:

Please describe the scope of work for which the historic review is required. Tip: A pre-application application meeting is recommended. Please contact the Historic Preservation Planner at 319-356-5230 for assistance in creating this request.

Valuation:

Please add the estimated valuation of the work to be completed.

Contacts Tab

Add Contacts:

Add required contacts, including the applicant and property owner, or any other relevant persons such as the contractor. Make sure contact information is current for each contact. When entering a name, try not to create duplicate copies of the same contact by searching the existing list first.

More Info Tab

Building Type

Select whether the building is a residential, commercial, or institutional building.

Project Type

Choose the appropriate project type from the list below based on the proposed scope of work.

- **Addition:** Typically, projects entailing an addition to the building footprint such as a room, porch, deck, etc.
- **Alteration:** Typically, projects entailing work such as siding and window replacement, skylights, window opening alterations, deck or porch replacement/construction, baluster repair, or similar.
- **Demolition:** Projects entailing the demolition of a primary structure or outbuilding, or any portion of a building, such as porch, chimney, decorative trim, baluster, etc.
- **New Construction:** Projects that entail constructing a new building.
- **Repair:** Projects that repair an existing structure that will not change its appearance.
- **Restoration:** Projects that accurately depict the form, features, and character of a property as it appeared at a particular period of time. This includes removal of features from other periods in history and reconstruction of missing features.
- **Other:** Any projects that do not meet the above definitions.

If other, please explain

If the proposed project is classified as “other”, please describe the work to be completed.

Materials to be used

Please describe the types of materials proposed in your project. Specify the product types and details for all components of the project. Product details are also required to be uploaded in the Attachments tab. Contact the Historic Preservation Planner at 319-356-5230 for materials which need to be included with applications.

Attachments Tab

Attach additional studies, plans, specifications and other documents to provide the information necessary to accurately review this project for compliance. In order to ensure the application can be processed, please include all required attachments. Applications without the necessary attachments may be rejected.

The Attachments tab gives you the option to upload “**Drawings**”, “**Evidence of Deterioration**”, “**Product Information**”, and “**Property Photos**”.

Please select “**Drawing**” in the dropdown to upload any of the following:

- Building elevations
- Floor plans
- Site plans

Please select “**Evidence of Deterioration**” in the dropdown to upload evidence of deterioration related to a proposed demolition.

Please select “**Product Information**” in the dropdown to upload information on product types and materials proposed.

Please select “**Property Photos**” in the dropdown to upload photographs of the property.

Required attachments depend on the project type as noted below:

- **Addition:** Include building elevations, floor plans, photographs, product information, and site plans.
- **Alteration:** Include building elevations, product information, and photographs. If the project is a minor alteration, photographs and drawings to describe the scope of the project are sufficient.
- **Demolition:** Include photographs, evidence of deterioration, proposal of future plans.
- **New Construction:** Include building elevations, floor plans, photographs, product information, and site plans.
- **Repair:** Include photographs and product information.
- **Restoration:** Include photographs and product information.
- **Other:** Include materials as requested by the Historic Preservation Planner.

Additional materials may be required during the review process. File size is capped at 250 MB. Files may be rejected if illegible. Failure to submit complete application materials may result in delays in processing.

Review and Submit Tab

Make sure all the information is accurate and current. Staff will review the application for completion, after which they will contact you with the date your application will be considered by the Historic Preservation Commission. Additional questions can be directed to Jessica Bristow at jessica-bristow@iowa-city.org or by phone at 319-356-5230.