

2017 ADMINISTRATIVE HISTORIC REVIEW APPLICATION



CITY OF HUTCHINSON
Planning and Development Department
125 E Avenue B, Hutchinson, KS 67501
620-694-2639 phone ~ 620-694-2673 fax

FOR OFFICE USE ONLY	CERTIFICATE OF REVIEW:	Zoning District: _____
DATE RECEIVED: _____	_____ APPROVED _____ DISAPPROVED	
CASE #: _____	_____ (PLANNING STAFF)	_____ (DATE)

PROJECT INFORMATION

Project Address _____

Applicant _____

Mailing Address _____

Phone _____ E-Mail _____

Property Owner _____

Mailing Address _____

Phone _____ E-Mail _____

PROJECT DESCRIPTION

Current materials: _____

Proposed materials: _____

ADMINISTRATIVE HISTORIC REVIEW SUBMITTAL REQUIREMENTS (CHECK ITEMS SUBMITTED)

- Complete Administrative Historic Review Application.
- Site plan or sketch plan, if required by the Preservation Planner.
- Elevation drawings, if required by the Preservation Planner.
- Photographs of each elevation of the structure, and close-up photographs of the areas to be worked on.

ELEVATION DRAWINGS CHECKLIST

THE ELEVATION DRAWINGS SHALL CONTAIN THE FOLLOWING:

- The name and mailing address of the applicant and owner of record.
- Date, scale, title and preparer's name.
- Height of the structure, both existing and proposed.
- Description of exterior materials, both existing and proposed.
- Drawings of all sides of the building proposed for modification.



PROJECT TYPE (Type of work proposed):

- Minor Alterations and Repairs involving minimal modification of the existing size or appearance of the property and using **like** materials (e.g. windows, doors, fascia, walls, porches, chimneys, roofing, siding, gutters, downspouts, cornices, porch rails and pediments).
- Signs (except electronic message boards/digital signs).
- Minor Exterior Building Additions that do not damage or alter the historic structure (e.g. small additions to primary structures, such as removable wheelchair access ramps; small accessory structures; additions to accessory structures; installation of new decks).
- Minor zoning changes (e.g. zoning variance for a front yard setback).
- Minor interior alterations/remodeling (e.g. partial remodeling of a non-historic floor).
- Mechanical, plumbing and electrical changes that require minor changes.
- Demolition of small outbuildings that are not individual landmarks and are not contributing to a historic district.

All other projects shall require Historic Review by the City of Hutchinson Landmarks Commission. Please use the "Landmarks Commission Historic Review Application".

HISTORIC STATUS

- Local Landmark
- State Register, Individual
- National Register, Individual
- National Register District

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

	MEETS	DOES NOT MEET
1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.		
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.		
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.		
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.		
5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.		
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.		
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.		
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.		
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.		
10. New additions and adjacent or related new constructions shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.		

We, the undersigned, hereby authorize the submittal of this application and associated documents and certify that all the information contained therein is true and correct. (Signatures of property owners)

Signature

Signature

Printed Name

Printed Name