

Historical Commission Application Requirements

To ensure your application can be reviewed by the Historic Commission, please submit the following items. Incomplete applications may be delayed or tabled until all required information has been received.

Required Documents

☐ Completed Permit Application

- All applicable sections completed and signed.
- Property owner information and contractor information (if applicable).
- Description of **all** proposed work.

☐ Site Plan

- Location and dimensions of the proposed work.
- Setbacks and distances from property lines, property lines, location of existing structures (when applicable).

☐ Scaled Drawings or Construction Plans

- Elevations, floor plans, or construction drawings as applicable.
- Dimensions must be clearly labeled.
- Engineered plans may be required for certain projects.
- *All Renderings or Conceptual Renderings will not be accepted as sole form of documentation.*

☐ Material Specifications

Provide a complete list of **all** proposed materials, including:

- Material type
- Size and dimensions
- Color (Historic Commission will not make decisions on color)
- Manufacturer or product information (when available)

☐ Photographs

- Current photographs of the existing property.
- Close-up photographs of the area where work is proposed.
- Photographs of any existing damage (if applicable)

Before You Submit

Please verify that your application includes:

- Completed permit application
- Site plan (if applicable)
- Scaled drawings
- Material list (type, size, color, and finish)
- Current photographs
- Photo examples or manufacturer information

Historic Commission Meeting Deadline

Complete applications must be submitted **no later than 11:00 a.m. on the Wednesday preceding the Historic Commission meeting** to be considered for the upcoming agenda.

Questions?

If you have any questions about the application requirements, please contact the Historic Commission Secretary at 618-463-3500 ext. 261. We're happy to help!

Applications that do not contain sufficient information may be determined to be incomplete and postponed until the required materials have been submitted.