



Application Requirements for Siding Replacement/Repair

***Please submit completed checklist along with HPC Submittal Form and Building Permit Application**

Documenting Existing Conditions

- Reason for request (non-operational, damaged/deteriorated, energy efficiency, etc)
- Detailed photos and written description of any deteriorated area. See Example on following page
- Identify details of the original/historic existing siding (material type, face exposure, etc.)
- Expose covered portions of original/historic existing siding. (At least 2 representative areas 2' X 2' at each visible elevation)
- Detailed cost estimate for repair & replacement in-kind of damaged original/historic existing siding, including the cost for prep and reconditioning of existing siding (scrape, caulk, patch, prime, paint, etc.)

New Siding

- Description and image of the proposed replacement material(s) & finish
- Detailed cost estimate, including the cost to remove & dispose of original/historic existing siding material, as well as the costs of material & installation of the proposed siding (Material, labor, trim, caulking, finishing, etc.)

All required items shall be submitted together. Staff review shall not begin until staff has determined that all required items have been submitted and are complete. All documents shall be folded to fit into a legal size folder.

