



## Application Requirements for HPC Review

Please submit completed checklist with application

- Completed building permit application ([Link](#))
- Completed Historic Preservation Commission review form ([Link](#))
- Photographs of existing conditions impacted by the proposed work.
- Written description of the existing conditions.
  
- Proposed scope of the work
- Drawings with sufficient details to clearly identify the scope of the proposed work (elevations, details, dimensions, structural framing, etc.)
- Product material specifications/manufacturer specification sheets, including finishes
- Shop drawings of major project components when necessary to understand details of the project and the interfacing of existing & new components.
- Detailed cost estimate of the proposed work
- If appropriate, a completed window and/or siding checklist

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**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.**

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