

*“A Historic Past”*



*“A Bright Future”*

## THE CITY OF DELAWARE CITY

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### **DELAWARE CITY HISTORIC PRESERVATION COMMISSION REQUIREMENTS FOR PROJECT REVIEW**

(Revised February 2018)

Property Owners seeking Historic Preservation Commission (HPC) review of any alteration or new construction in the Historic District must submit the following items to the HPC. The required information must be delivered to Town Hall and reviewed by the City Manager before the project can be placed on the HPC monthly meeting agenda. The HPC generally meets on the first Tuesday of each month. Watch for meeting notices posted in the Post Office or at other locations for possible meeting changes. Each application for review must include:

**Measured drawings.** Sketches, elevation drawings, plot plans and floor plans (as appropriate) which depict the proposed change(s) to the historic property (or new construction) and what the property will look like after the changes occur. Drawings do not need to be to scale, but should show key dimensions and give the Commission a clear picture of the proposed project.

**Photographs.** Hard copy photographs (plus digital file if convenient) showing the property, the elevation(s) being modified, and the relationship of the property (or vacant lot) to neighboring structures and the street. If necessary, provide photographs of other properties in the neighborhood or the Historic District which demonstrate the appropriateness of the proposed alterations or new construction.

**List and Samples of Materials.** A letter detailing the materials to be used for the proposed alteration or new construction. The list should include, as applicable:

Roofing material (wood, metal, fiberglass, rubber membrane, bitumen, etc.)

Siding (wood, brick, etc.)

Windows (wood, etc.)

Doors (wood, fiberglass, etc.)

Principal Trim, such as windows, corners, soffit, and cornice (wood, metal, brick, etc.)

The Commission encourages property owners to come to any HPC meeting for informal guidance and advice while planning their project prior to submitting a formal application. No formal notice to Town Hall prior to the meeting is required, but is encouraged. Such informal reviews may be subject to time restraints, depending upon the meeting agenda.

**Applicant or Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_