



290 NORTH 100 WEST, LOGAN, UTAH 84321  
PHONE (435) 716-9021 FAX (435) 716-9001  
[www.loganutah.org](http://www.loganutah.org)

# APPLICATION HISTORIC PRESERVATION COMMITTEE CERTIFICATE OF APPROPRIATENESS

## IF YOU ARE WITHIN THE BOUNDARIES OF THE LOGAN HISTORIC DISTRICT, PLEASE READ THIS BEFORE STARTING ANY CONSTRUCTION

The Historic District is intended to identify those properties in the City which are included within the defined boundaries of the Center Street National Historic District. A Certificate of Appropriateness is required for any alteration in the exterior appearance of a structure, site, or streetscape that affects property within the Historic District. A Certificate of Appropriateness is issued by the Historic Preservation Committee or Director of Community Development, as applicable.

Please refer to the list below and meet with Planning Division staff before planning your project.

### Certificates of Appropriateness shall be required for:

1. New construction.
2. Any demolition.
3. Any exterior construction needing a building permit, unless otherwise listed below for an Administrative Review.
4. Removal or replacement/alteration of architectural detailing such as porch columns, railings, window moldings, window sash replacements, cornices, etc.
5. Construction of additions.
6. Construction or alterations of accessory structures such as garages and sheds.
7. Construction or alterations of porches and decks.
8. Exterior masonry work including, but not limited to, sandblasting and chemical cleaning.
9. Installation of new siding and roof materials.
10. Alteration of streetscape features including, but not limited to, curb, gutter and canals.
11. Installation or alteration of any exterior sign.
12. Construction or alterations of site features including, but not limited to, fences and retaining walls.

### The following applications shall be reviewed administratively using Logan's Historic Design Standards:

- a. Fences and retaining walls
- b. Demolition of non-contributing structures
- c. Demolition of accessory structures
- d. Signs
- e. Maintenance and upkeep

Additionally, some projects will require review by the Planning Commission for a Design Review Permit, Subdivision Permit, or Conditional Use Permit. Please see the Planning Division staff for information regarding these other permits.

## **APPLICATION SUBMITTAL AND MEETING DATES**

Historic Preservation Committee meetings are held on the **first** and **third Monday** of each month at **12:00 p.m.** Staff requests that you have all information submitted on time. Incomplete applications will not be accepted.

<b>2017 HISTORIC PRESERVATION SCHEDULE</b>				
<b>Deadline 4:30 pm</b>	<b>Meeting 12:00 pm</b>		<b>Deadline 4:30 pm</b>	<b>Meeting 12:00 pm</b>
December 5, 2016	January 3 (Tues)		June 5	July 3
December 19, 2016	January 17 (Tues)		June 19	July 17
January 9	February 6		July 10	August 7
January 23	February 21 (Tues)		July 21 (Fri)	August 21
February 6	March 6		August 7	September 5 (Tues)
February 17 (Fri)	March 20		August 21	September 18
March 6	April 3		September 1 (Fri)	October 2
March 20	April 17		September 18	October 16
April 3	May 1		October 9	November 6
April 17	May 15		October 23	November 20
May 8	June 5		November 6	December 4
May 22	June 19		November 20	December 18

## **APPLICATION FEE**

There is a **\$200.00** application fee and a **\$150.00** Public Notice fee associated with this process. The **\$350.00** fee may be paid by check – payable to City of Logan - or by Visa or Master Card. No refunds are granted for projects that are denied or withdrawn after the public hearing.

## **CHECKLIST OF ITEMS TO INCLUDE WITH APPLICATION**

Items must be received no later than 4:30 p.m. on the deadline date:

- ✓ Current Cache County Recorder's plat map.
- ✓ Copy of deed or title to the property.
- ✓ 1 full size site plan and building elevations (to scale) with all information requested.
- ✓ **10** – 11x17 SITE PLANS and ELEVATIONS (labeled N, S, E, W), **IN COLOR** (to scale).
- ✓ Description of the proposed project including any special features.
- ✓ Description or sample of the materials to be used (i.e. paint chip, promotional pamphlet, etc.).

## **SITE PLAN REQUIREMENTS**

Many of the requirements as listed below are found in the Land Development Code. Planning staff will be happy to meet with you to discuss the requirements for your specific project; however, this should be done as early in the process as possible.

### **□ Site Plan and Elevation Requirements:**

All projects must be drawn to a manageable scale as determined by staff. Site plans and building elevations *may* need to be prepared, stamped and signed by a professional, appropriately licensed with the State of Utah [LDC 17.46.030 (3)] and based upon a recorded land survey. This will depend on the type of project being submitted for review and be determined by staff.

**All site plans must be to a manageable scale and legibly drawn on paper large enough to show adequate detail.**

**Site Plan and Elevation Requirements:**

- Perimeter property lines with dimensions and radii of curves.
- Location of existing and proposed buildings – differentiate between the two.
- Location of existing and proposed fences, retaining walls, or walls.
- Show landscaping as proposed.
- Location and dimension of driveway access to City streets.
- Location, purpose, and width of right-of-ways and easements.
- Building setback lines as dictated by the Land Development Code. Show specific distances from the property lines and between major features (i.e., buildings, drives).
- Parking lot design and dimensions.
- Existing and proposed streets and road right-of-ways.
- Refuse storage/collection areas and any screening used.
- Location of fire access and turnarounds for emergency vehicles.
- Location of existing or proposed fire hydrants, identifying those hydrants already in place.
- Existing and proposed location of utilities (sewer, water, power, gas, and telecommunications) and storm drains – differentiate between existing and proposed.
- Flood zone. If your property is within 100’ of a river or canal, you must show the *100 Year Floodplain* on your property. Flood Zone Maps are available from the Public Works Dept.
- Wetlands delineation. If your property is located in an area of known wetlands, you must consult with the Army Corps of Engineers or hire a qualified professional to delineate the wetland area.
- Location of canals or irrigation ditches in/or around subject property and name of the company if available.
- Submittal must include the signature of the property owner or a letter from the property owner indicating permission to proceed.

**CITY CONTACTS:**

**Community Development Director**

Mike DeSimone .....716-9022

**Senior Planner**

Russ Holley .....716-9023

**Senior Planner**

Amber Reeder..... 716-9036

**Chief Building Official**

Paul Taylor.....716-9032

**City Engineer**

Bill Young.....716-9160

**Public Works Director**

Mark Nielsen .....716-9151

**Light & Power Director**

Mark Montgomery ..... 716-9744

**Business License Clerk**

Stacy Christoffersen..... 716-9230

**City Forester**

Joe Archer .....716-9749

**Fire Department**

Craig Humphreys ..... 716-9515

**Environmental Services Director**

Issa Hamud..... 716-9752



# APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Date Received	Received By	Receipt Number	Zone	Application Number
<b>PROJECT NAME</b>				
<b>PROJECT ADDRESS</b>				<b>COUNTY PLAT TAX ID #</b> -- --
<b>AUTHORIZED AGENT</b> ( <u>Must</u> be accurate and complete)				<b>MAIN PHONE #</b>
<b>MAILING ADDRESS</b>		<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>EMAIL ADDRESS</b>				
<b>PROPERTY OWNER OF RECORD</b> ( <u>Must</u> be listed)				<b>MAIN PHONE #</b>
<b>MAILING ADDRESS</b>		<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>EMAIL ADDRESS</b>				
<b>DESCRIBE THE PROPOSED PROJECT AS IT SHOULD BE PRESENTED</b> (Include as much detail as possible - attach a separate sheet if needed)				<b>Total Lot Size (acres)</b>
				<b>Size of Proposed New Building (square feet)</b>
				<b>Number of Proposed New Units/Lots</b>
<b>- NO SITE ACTIVITY MAY OCCUR UNTIL AFTER APPROPRIATE COMMITTEE APPROVAL -</b>				
<i>I certify that the information contained in this application and all supporting plans are correct and accurate. I also certify that I am authorized to sign all further legal documents and permits on behalf of the property owner.</i>			Signature of Property Owner's Authorized Agent	
<i>I certify that I am the property owner on record of the subject property and that I consent to the submittal of this project. I understand that all further legal documents and permits will be sent to my authorized agent listed above.</i>			Signature of Property Owner	