



PLANNING & DEVELOPMENT SERVICES

PO Box 4169, 911 North Seventh Avenue
Pocatello, Idaho 83205
(208)234-6184 FAX (208)234-6586
Please email to: planning@pocatello.us

Date received by staff: _____

HPC Meeting: _____

Dates for review will not be scheduled until plan review approval has been received.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
FOR NEW CONSTRUCTION, DEMOLITION OR BUILDING ALTERATION
WITHIN THE DOWNTOWN HISTORIC DISTRICT
(A Prerequisite to obtaining a Building or Sign Permit)

NOTE TO APPLICANTS: The Historic Preservation Commission generally meets the 1st and 3rd Wednesdays of each month at 6:00 p.m. In order to appear on the agenda, complete application materials must be submitted to the Planning & Development Services Department at least ten (10) days prior to the meeting date. Complete applications will be considered by the HPC within forty-five (45) days of receipt.

Applicant:

Name: _____

Mailing address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Representative:

Firm & Contact: _____

Mailing address: _____

City, State, Zip: _____

Phone: _____

Email: _____

TYPE OF WORK: New Construction Demolition* Exterior Building Alteration (Sign)

*All demolitions require a public hearing in accordance with Section 17.04.210. All such hearings shall be set within forty-five days after receipt of an application. See #5 below.

Brief description of work, add additional sheet if you need more space: _____

THIS APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING MATERIALS (pursuant to the Zoning Ordinance Section 17.04.210):

- 1. A clear statement of the proposed work, including colors, materials, landscaping, canopies, and signs;
- 2. Plans illustrating the size, height and completed appearance of the proposed work;
- 3. A site plan showing all existing buildings and structures and the proposed work;
- 4. Any other project information deemed necessary by the historic preservation commission.

5. Certificate Of Appropriateness; Standards For Review: In reviewing applications for certificates of appropriateness for new construction or alterations of buildings, sites, structures, and objects within a historic district, the criteria for review are as follows:
 - A. Adverse impacts to the historical integrity of the property or structure shall be minimized.
 1. Changes to the defining characteristics of the building or site shall be minimized.
 2. Removal of historic materials and features of the building or site shall be avoided.
 3. Historic materials shall be retained where possible. Where not feasible, compatible materials shall be encouraged.
 - B. The proposed work shall be compatible with the property or structure itself, as well as the surrounding neighborhood or district. Consideration shall be given to exterior design, site layout, proportion, detail, scale, color, texture, and materials.
 - C. Landscaping shall be compatible with the historic character of the property itself, as well as with the surrounding neighborhood or district.
 - D. The style, materials, size and location of signs shall be compatible with the historic character and scale of the property or structure as well as to the surrounding neighborhood or district.
 - E. The historic preservation commission must consider the property's suitability for preservation or restoration; educational value; cost for preservation or restoration; cost of acquisition, restoration, maintenance, operation, or repairs; possibilities for adaptive or alternative use of the property; appraised value and administrative and financial responsibility of any person or organization willing to underwrite all or a portion of such costs.
6. A title report, property deed, or other legal documentation of ownership of the site in question, whether freehold, option, or lease for anything other than sign installation.
7. In cases where the application is for demolition, the necessity for the demolition shall be justified in writing. This shall include at a minimum:
 - A. A detailed structural analysis conducted by a licensed architect or structural engineer.
 - B. The reasons for the building's demolition and the urgency for so doing.

PLEASE NOTE: Issues relating to access to or encroachments upon public rights-of-way are not within the purview of the Historic Preservation Commission. Such matters must be reviewed and decided by separate application to the City Engineering Department.

The approval of this application does not permit the violation of any federal or state codes, any section of the Building Code, or other Pocatello Municipal Codes as adopted. Approval of this land use permit does not exempt applicant from the provisions of the federal Fair Housing Act or ADA requirements. Further, other conditions, requirements, etc. may be imposed as part of the building permit process.

This application shall not be considered complete (nor will a hearing be scheduled) until all required information has been submitted and verified.

I hereby acknowledge that I have read this application and state that the above information is correct and I agree to the above terms and conditions. I am also aware the applicant or a representative must be present at the Historic Preservation Commission meeting.

Print Building/Property Owner(s) Name: _____ Dated: _____

Signature of Building/Property Owner(S): _____ Dated: _____

IMPORTANT: Should the Commission decline to issue this certificate, applicants may appeal to the City Council by written request submitted to the Planning & Development Services Department within thirty (30) days of the date of the written decision.