



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

2020 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.

2020 HISTORIC PRESERVATION SCHEDULE				
Deadline 4:30 pm	Meeting 12:00 pm		Deadline 4:30 pm	Meeting 12:00 pm
December 9, 2019	January 6		June 8	July 6
December 23, 2019	January 21 (Tues)		June 22	July 20
January 6	February 3		July 6	August 3
January 17 (Fri)	February 18 (Tues)		July 20	August 17
February 3	March 2		August 10	September 3 (Tues)
February 14 (Fri)	March 16		August 24	September 9 (Tues)
March 9	April 6		September 4 (Fri)	October 5
March 23	April 20		September 21	October 19
April 6	May 4		October 5	November 2
April 20	May 18		October 19	November 16
May 4	June 1		November 2	December 7
May 18	June 15		November 16	December 21

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, Master Card or Discover 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.



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Date Received	Received By	Receipt #	Zone	Application Number
PROJECT NAME				
PROJECT ADDRESS				COUNTY PLAT TAX ID # -- --
AUTHORIZED AGENT (<u>Must</u> be accurate and complete)				MAIN PHONE #
MAILING ADDRESS		CITY	STATE	ZIP
EMAIL ADDRESS				
PROPERTY OWNER OF RECORD (<u>Must</u> be listed)				MAIN PHONE #
MAILING ADDRESS		CITY	STATE	ZIP
EMAIL ADDRESS				
DESCRIBE THE PROPOSED PROJECT AS IT SHOULD BE PRESENTED (Include as much detail as possible - attach a separate sheet if needed)				Total Lot Size (acres)
				Size of Proposed New Building (square feet)
				Number of Proposed New Units/Lots
- NO SITE ACTIVITY MAY OCCUR UNTIL AFTER APPROPRIATE COMMITTEE APPROVAL -				
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.			Signature of Property Owner's Authorized Agent	
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.			Signature of Property Owner	