Carson City Planning Division
108 E. Proctor Street• Carson City NV 89701
Phone: (775) 887-2180 • E-mail: planning@carson.org

FOR OFFICE USE ONLY:

HISTORIC RESOURCES COMMISSION

FEE: None

FILE # HRC - 12 -

PROPERTY OWNER

MAILING ADDRESS, CITY, STATE, ZIP

PHONE # **FAX #**

E-MAIL ADDRESS

Name of Person to Whom All Correspondence Should Be Sent

APPLICANT/AGENT **PHONE #**

MAILING ADDRESS, CITY, STATE ZIP

PHONE # **FAX #**

E-MAIL ADDRESS

SUBMITTAL PACKET

- ☐ Application Form with signatures
- ☐ Written Project Description
- ☐ 16 Completed Application Packets-Application form, maps, supporting documentation (1 Original + 15 Copies)
- ☐ CD containing application data (pdf format)
- ☐ Documentation of Taxes Paid-to-Date

Application Reviewed and Received By:

Submittal Deadline: See attached HRC application submittal schedule.

Project's Assessor Parcel Number(s):	Street Address	ZIP Code

Project's Master Plan Designation	Project's Current Zoning	Nearest Major Cross Street(s)

Briefly describe the work to be performed requiring HRC review and approval. In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal. NOTE: The Historic District Ordinance and Historic District Design Guidelines, as well as Policy Statements, are available in the Planning Division to aid applicants in preparing their plans. If necessary, attach additional sheets.

Does the project require action by the Planning Commission or the Board of Supervisors? ☐ Yes ☐ No If Yes, please explain:

Does the project require action by the Planning Commission or the Board of Supervisors? ☐ Yes ☐ No If Yes, please explain:

Will the project involve demolition or relocation of any structure within or into the Historic District? ☐ Yes ☐ No If Yes, please describe:

Reason for project:

SUPPORTING DOCUMENTATION

Each application requires 16 copies, folded to 8 ½ x 11 inches, of quality site plan and drawings showing work to be performed on the subject project which requires HRC approval. Basically, this is any work which will affect the exterior of any structure and any modifications to the site, i.e., fences, walls, or major landscaping. The name of the person responsible for preparation of the plans and drawings shall appear on each sheet.

Attached is a Plan Checklist to aid preparation of plans and architectural drawings. It is understood that all checklist items will not be included in all projects. The list is intended to give the applicant an idea of the breadth of review by the Commission on those items which are included in the subject project. Photographs can be used for illustration and discussion, but are not acceptable as substitutes.

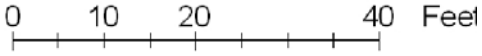
Owner's Signature	Applicant's/Agent's Signature
Owner's Printed Name	Applicant's/Agent's Printed Name

HISTORIC RESOURCES COMMISSION APPLICATION CHECKLIST

I. Site Plan (suggested scale not more than 1" = 40 ft.)

To include, but not limited to, the locations, designation and dimensions of the following, including indication if new or existing:

- New and existing building structures including:
  - Distances from property lines and building size indicated by dimensions or square footage.
  - Distances between buildings shall be indicated on the plot plan.
- Clearly label existing and proposed structures.
- Show a north point arrow and plot plan scale. A bar scale is preferred because when the drawings are reduced, it will still show an accurate scale. A bar scale could appear like this for a project that has a scale of one inch equals twenty feet on the original plot plan:



- Driveways, walkways and off-street parking areas, including:
  - indication of surface materials
  - dimensions of aisles and spaces
- Property lines, dimensions
- Setback, easement and right-of-way lines
- Stairways, ramps (if new: include surfacing materials, dimensions)
- Fences and walls
- Sign locations with an indication of distance from sidewalks, curbs, driveways, buildings
- Light posts/standards
- Existing trees, landscaping to remain and to be removed
- Proposed landscaping (Complete landscaping requirements, guidelines and applications are available at the Planning Division - Required for all office and commercial projects.)

II. BUILDING ELEVATIONS

Building elevations of all sides of the proposed structure(s) (suggested scale of not less than 1/4" = 1 ft) showing:

- Foundation height and materials
- Finished floor elevation above ground level

- Walls:
  - siding: type, profile shape and dimensions, finish, and texture
  - trim dimensions including all eave and frieze board widths
  - location, shape and size of wall vents, including trim dimensions
  - cornices

- Windows:
  - type (double hung, casement, awning or fixed)
  - material (wood, wood clad, metal)
  - manufacturer
  - window dimensions
  - pane configuration (example: two panes over four)
  - sills (dimensions)
  - trim, including caps, decorative treatments, trim dimensions (and details as necessary)
  - other exterior window treatments (i.e., shutters, window boxes, awnings)
  - storm windows

- Doors:
  - style/design
  - material
  - trim material and dimensions
  - sidelights
  - catalog cuts (if possible)
  - also, garage doors

- Roof:
  - roof line (including height of eave lines from finished grade)
  - roof pitch/slope
  - roof overhang widths
  - roofing materials (type and color)
  - skylights
  - vents, chimneys, stacks
  - exposed mechanical systems (such as air condition units)

- Dormers, including:
  - roof slope, overhang width, etc.
  - siding material
  - window information
  - trim dimensions

- Porches, Balconies:
  - floor height above grade (if a porch)
  - railings, balustrades, newel posts (including dimensions, materials and details as necessary)
  - beams (size and height above porch floor elevation)
  - posts, columns, pillars, including dimensions and any special treatments such as turnings, caps, post ornamentation, fret brackets, fret work, trim; provide details as necessary
  - post spacing (from post center to post center)
  - moldings and trim

- Protruding Bays
  - roofing information
  - roof slope + pitch
  - window information
  - siding information

- Stairways, Rampways
  - railings, balustrades, newel posts (dimensions, materials, and details as needed)
  - surface materials of stairs, ramps
  - ramp slopes

- Fences, Walls
  - material and material dimensions (including posts, rails, facing material, decorative fretwork, etc.)
  - height
  - length (show on site plan)
  - post spacing
  - thickness (if wall)
  - lighting

- Arbors, trellises, gazebos

- Signs, wall plaques, window graphics
  - material to be used and material dimensions, including post dimensions, post caps, sign board
  - size and height and ground clearance
  - shape
  - color
  - lettering and lettering size
  - location (show on site plan if not on building)
  - illumination
  - material samples

- Sections as required to illustrate proposed construction more clearly (suggested scale of not less than 1/4"). Items may include but may not be limited to the following:
  - porches, balconies
  - gable ends
  - eaves
  - cornices

- Detail drawings as required to illustrate proposed construction more clearly (suggested scale not less than ½ inch). See above for suggested items.

- Manufacturer's catalog data and/or samples keyed to drawings

III. RESTORATION, RENOVATION, RECONSTRUCTION AND ADDITIONS TO EXISTING STRUCTURES

Provide same information as above, but also include photographs showing existing building elevations, special building details, or any other information the applicant feels is important to further explain the project.

IV. MOVING OF A STRUCTURE ONTO A PROPERTY

- Provide same information as above, but also provide photographs of all existing building elevations.

V. DEMOLITION OR REMOVAL OF A STRUCTURE TO ANOTHER LOCATION

- Provide photographs of the building; if structure is to be moved, provide address of new location. (Carson City Municipal Code Section 18.06.075 outlines procedures for action by the Historic Resources Committee on demolition of historic structures.)