

**HD1 Overlay District
Application for Review and Certificate of Approval**

The administration of the HD1 overlay district shall be governed by Chapter 9, Article 3, Section 9-305 of the Plattsouth City Code, except for any procedural exceptions articulated within Ordinance No 1855 or successor ordinances.

The primary standards and criteria the Plattsouth Historic Preservation Board will reference in consideration of all applications for Certificates of Approval within the HD1 district shall be the Plattsouth Downtown Historic Guidelines and the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. These guidelines are to be interpreted and applied by the Historic Preservation Board with due consideration to state and federal law and policy.

These guidelines shall apply only to facades and roofs visible from the public right-of-way, excluding alleys within the Historic District.

1. Owner/Applicant
 - a. Owner's Name: _____
 - b. Owner's Mailing Address: _____

2. Property Location:
 - a. Address/Location: _____
 - b. Present Use: _____
 - c. Proposed Use: _____

3. Required Information
Please provide all required documents and any additional information that will be helpful in defining and illustration how the project will meet the requirements of each criterion.

The following information shall be provided:

- REQUIRED ATTACHMENTS TO THIS APPLICATION**
- _____ Plat of property or actual legal description of property
 - _____ Site Plan
 - _____ Construction plans, including
_____ Plan View

- _____ Elevation
- _____ Details (pertinent)

- _____ Photographs
 - _____ Full profile at each exposed side of existing building
 - _____ Detailed photos at area of work

- _____ Product samples and specifications
- _____ Other as specifically requested

Levels of Review.

A. The following common property maintenance actions **do not require review and approval** within the HD1 overlay district.

1. Replacement or repair of existing materials with ones which are identical in material properties and physical appearance.
2. The repainting of already painted surfaces in the identical color to existing.
3. The restoration of historic signage, such as one painted on the wall of a structure, under the following conditions:
 - a. The details of the historic sign must be plainly discernible to the naked eye.
 - b. The sign must be restored faithfully to its original colors, character, and message,
 - c. In the event that a sign has been painted over, the project becomes one of recreation as opposed to restoration and must be reviewed by the preservation board.
4. Minor patching and repair of materials on building facades with identical materials, textures, finish, colors, and profile to match existing.
5. Repair and replacement of entry steps and handrails with identical materials.
6. Repair of currently installed exterior lighting, sign, or signage fixture.

7. Any other property maintenance work ordered by a code-enforcement action, so long as the repair is completed with materials identical to those existing.

8. Replacement of existing window-based climate control devices.

B. The following property maintenance and modification actions may be granted a certificate of approval through administrative review by the Building and Zoning Administrator, within the HD1 overlay district.

1. Changing the color of a currently painted exterior surface may be approved by administrative review, if the owner chooses to use colors from the established palette for the district. The application of colors must be in keeping with the district guidelines.

Property maintenance and modification actions to be made are described as:

2. The placement of satellite dishes and antennas may be approved by administrative review. Per FCC regulation, there may not be a charge for this review. Placement of satellite dishes and antennas such that they are visible from the public right of way, excluding alleys is generally not appropriate.

Property maintenance and modification actions to be made are described as:

3. The installation of window-mounted climate control devices which do not project beyond the glazing face, on any facade that faces a public street, may be approved by administrative review.

Property maintenance and modification actions to be made are described as:

4. The provision of new and design changes to existing fencing in the district may be approved by administrative review.

Property maintenance and modification actions to be made are described as:

5. New building and site signage as well as non-maintenance related modification to existing signage may be approved by administrative review.

Property maintenance and modification actions to be made are described as:

6. Sign replacement, defined as alteration of existing signage.

Property maintenance and modification actions to be made are described as:

7. Addition and modification to awnings.

Property maintenance and modification actions to be made are described as:

C. The following property maintenance and modification actions within the HD 1 Overlay District may be granted a certificate of approval through review by the Historic Preservation Board.

1. Painting unpainted masonry which shall be strongly discouraged.

Property maintenance and modification actions to be made are described as:

2. If owner wishes to use colors not on the HD 1 color palette, or to use a paint scheme which significantly deviates from the same.

Property maintenance and modification actions to be made are described as:

3. Replacement of windows, storefront entry systems, and exterior doors.

Property maintenance and modification actions to be made are described as:

4. Painting over an existing historic sign. Existing historic sign shall be defined as: that which was original to the building, ownership, or use. If a sign has been painted over or is deteriorated beyond reasonable recognition, it is no longer a project of restoration, but one of recreation.

Property maintenance and modification actions to be made are described as:

5. New construction, including infill and additions to existing buildings.

Property maintenance and modification actions to be made are described as (detailed plan submittal is required):

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6. Reconstruction due to demolition or catastrophic loss.
Property maintenance and modification actions to be made are described as (detailed plan submittal is required):

7. Restoration of major façade components including, but not limited to, windows, storefronts, cornices, pediments, window lintels, storefront lintels, columns, bulkheads, storefront entry systems, doors, masonry, columns, corner posts, transoms, architectural metals, and porches.

Property maintenance and modification actions to be made are described as (architect and/or contractor renderings, drawings, and detailed plans may be necessary):

8. The installation of any equipment that extends beyond the cornice or roof parapet, including installation of new window-based climate control devices. Air conditioners and heat pumps which project beyond the glazing face are generally not appropriate on any street-facing façade.

Property maintenance and modification actions to be made are described as:

9. Demolition. No structures may be demolished without review and approval.

Property maintenance and modification actions to be made are described as:

Signature

I hereby request a Certificate of Approval on the above described real property located within the HD1 zoning district.

I hereby acknowledge that this application is not considered filed and complete until all of the required information has been submitted as determined by the Plattsmouth Building and Zoning Administrator and all required fees have been paid in full. Once the original application is submitted, the Historic Preservation Board will act on the application at a regularly scheduled meeting of the Board, unless action by the Building and Zoning Administrator is authorized, in which case such action generally shall be taken within 15 days of receipt of the application.

I acknowledge that approval of this application by the Building and Zoning Administrator and/or the Historic Preservation Board does not constitute approval of any other required permit applications.

Owner Signature/Date

Printed Name

Building & Zoning Administrator Date