

<p style="text-align: center;"><b>Community Planning &amp; Development Services</b>  City of Rapid City  300 Sixth Street, Rapid City, SD 57701-2724  Phone: (605) 394-4120    Fax: (605) 394-6636    Web: www.rcgov.org</p>	<p><b>Historic Preservation 11.1 Review</b></p>	
Date of Submission: _____ Time of Submission: _____		
Location Address: _____ Year Constructed: _____		
Historic District: <input type="checkbox"/> West Boulevard Historic District <input type="checkbox"/> Environs of West Boulevard Historic District <input type="checkbox"/> Downtown Historic District <input type="checkbox"/> Environs of Downtown Historic District <input type="checkbox"/> Individually Listed Property <input type="checkbox"/> Environs of an Individually Listed Property		
Status: <input type="checkbox"/> Contributing <input type="checkbox"/> Non-Contributing		
Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential		
Brief description of project request: _____ _____ _____ _____ _____		
Applicant ( <i>if different from owner</i> ) <input type="checkbox"/> Owner <input type="checkbox"/> Architect <input type="checkbox"/> Contractor	Phone Number _____ Street Address _____	Fax Number _____ City, State, Zip Code _____
Applicant's Signature _____	Date _____	
Owner	Phone Number _____ Street Address _____	Fax Number _____ City, State, Zip Code _____
Owner's Signature ( <b>*Required*</b> ) _____	Date _____	
Applications must be submitted to the Community Planning & Development Services Department by <u>4:00 p.m. Thursday one week prior to the 1st and 3rd Friday</u> of the month. <b>All required information must be submitted with the application. Incomplete applications will not be processed.</b> Historic Preservation Commission meetings are held on the 3rd floor in the West Community Room of the City/School Administration Building, 300 6th Street, at 7:30 a.m. the 1st and 3rd Friday of each month. <b>A representative must be present at the meeting or the application may be denied.</b>		
Date of Meeting _____	Application File # _____	

## Community Planning & Development Services

City of Rapid City

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## Historic Preservation 11.1 Review

### Checklist for required information to be submitted with application:

- Completed Historic Preservation 11.1 Review Application Form
- Several color photographs of the existing structure that include:
  - A street frontage photo
  - Photos of all areas affected by the proposed project
  - 3-5 photos of rot or decay of an element that is to be replaced or repaired
- A site plan drawn to scale showing the existing structure(s) and the proposed project changes. The site plan should clearly create a graphic representation of the building footprint(s) and any other elements that are part of the request.
- Elevation sketches drawn to scale showing the proposed changes. The elevation sketches should provide a view that shows each affected exterior wall as though you were looking straight at it, with any relevant changes represented.
- A written description of the proposed project request that includes:
  - Description of the materials to be used in the project
  - Description of the materials to be replaced in the project (i.e. wood siding, masonite siding, cedar shakes, 4" reveal clapboard, dutch-lap, ship-lap, etc.)
  - Whether this project is attempting to qualify for the State Tax Moratorium (*if you are not sure what this is, don't hesitate to ask!*)
- Floor plan information drawn to scale and proposed changes **if interior work** is being requested. (Required for non-residential structures).
- Document demonstrating feasible and prudent alternatives have been considered for the project, describing how all possible efforts have been made to minimize harm to the historic property.

### Staff to provide:

- Aerial map of the property
- Historic Site Inventory Description (if applicable)
- Elements of the structure(s) listed as contributing factors on the Historic Site Inventory