

PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT
445 MARSAC AVE | PO BOX 1480
PARK CITY, UT 84060
(435) 615-5060



HISTORIC DISTRICT DESIGN REVIEW (HDDR)

For Office Use Only

PROJECT PLANNER: _____

APPLICATION #: _____

DATE RECEIVED: _____

EXPIRATION: _____

PLANNING DEPARTMENT: _____

HISTORIC PRESERVATION BOARD: _____

APPROVED: _____

APPROVED: _____

DENIED: _____

DENIED: _____

PROJECT INFORMATION

NAME: _____

ADDRESS: _____

TAX ID: _____

OR

SUBDIVISION: _____

OR

SURVEY: _____

LOT #: _____

BLOCK #: _____

APPLICANT INFORMATION

NAME: _____

MAILING

ADDRESS: _____

PHONE #: _____

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FAX #: _____

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EMAIL: _____

APPLICANT REPRESENTATIVE INFORMATION

NAME: _____

PHONE #: _____

() -

EMAIL: _____

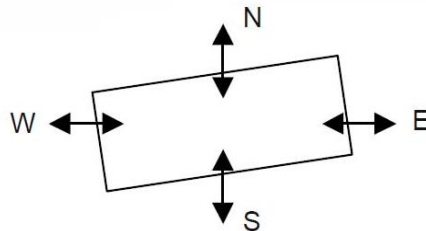
If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.gov.

SUBMITTAL REQUIREMENTS – It is the policy of the Park City Planning Department to only accept applications that have fulfilled all the items listed below at the time of submittal.

1. Complete and signed application.
2. Review Fees
\$497.00 – no increase in existing area
\$1,518.00 – increase in existing area
3. Project Narrative – Describe the proposal.

Please provide one (1) digital copy (in PDF format) for items 3 through 11 below AND items 14 through 20 IF the HDDR application is for a Historic Property.

4. Existing Site Plan—A certified topographical boundary survey of the existing site prepared by a licensed surveyor at an approved scale with two foot (2') contours, which include the following:
 - Existing grades referenced to USGS elevations
 - Building footprint(s) of all existing buildings, structures, and improvements on site, including square footage and how it was calculated.
 - Existing physical encroachments on- and off-site
 - Existing utility locations
 - Existing vegetation
 - Existing drainage facilities
 - Existing on- and off-site circulation and parking
5. Current Photographs which include the following:
 - Four (4) panoramic views of the existing property showing the site from the perimeter of the property from 90-degree compass intervals (camera facing toward site).
 - Four (4) panoramic views showing the neighborhood taken from the perimeter of the property at 90-degree compass intervals (camera facing away from site).
 - One (1) aerial photograph placing the subject property in the neighborhood context.



6. Proposed Site Plan—Based on the submitted certified topographic boundary survey drawn at an approved scale with two foot (2') contours, which include the following:
 - Proposed grades referenced to USGS elevations
 - Proposed building footprint(s) of all buildings, structures, and improvements on site, including square footage and how it was calculated.
 - Superimposed building roof plans of all structures on site having ridgelines referenced to USGS elevations
 - Existing Grade (USGS)
 - Existing physical encroachments on- and off-site – Provide a copy of any recorded easements or encroachment agreements.
 - Proposed utility and mechanical equipment locations
 - Existing and proposed vegetation
 - Proposed drainage facilities
 - Proposed on- and off-site circulation and parking
 - Proposed ground surface treatments
 - Retaining wall elevations (USGS)

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7. Landscape plan drawn to scale illustrating proposed locations of plants including botanical names, sizes, and quantities. All pavement, retaining walls, patios, etc. shall be included.
8. Complete set of proposed floor plans drawn at quarter-inch scale. Floor plans should include property line locations.
9. Complete set of building sections drawn at quarter-inch scale, demonstrating the following:
 - USGS datum points indicating existing and/or proposed floor levels
 - Any additional diagrams necessary to confirm height compliance
10. Complete set of proposed building elevations- All building elevations illustrating the proposed work drawn to quarter-inch scale, with the elevations referenced to USGS datum on the submitted site plan demonstrating the following:
 - USGS datum points indicating existing and/or proposed floor levels
 - Proposed final grade
 - Top of foundations
 - Overall roofline
 - Measurement line drawn 27 feet above and parallel to final grade
 - Measurement string line identifying the highest point of the structure
 - Any additional diagrams necessary to confirm height compliance
 - Proposed materials called out
11. Streetscape Elevation—A streetscape including 100 feet (100') on either side of the subject property along the project side of the street to indicate accurate height, width, and building separations for all proposed work in relation to existing surrounding and adjacent buildings. It should be drawn at one-eighth inch (1/8") scale (minimum scale). If access to properties is limited, a photographic streetscape is allowed.
12. Construction Details—Any construction details drawn to an approved scale, along with manufacturer's cut sheets for proposed windows, doors, handrails, exterior trim, architectural ornamentation, etc.
13. Current title report dated within 30 days of submittal.
14. Parcel Number, and mailing address for properties within 100 feet, measured from the property line. Template is available through <https://www.parkcity.org/departments/planning>.

ADDITIONAL REQUIREMENTS FOR HISTORIC SITES

15. Measured As-Built Drawings—A complete set of measured drawings—elevations, floor plans, sections, and/or details—depicting existing and/or historic conditions. Drawings:
 - Should be drawn at quarter-inch (1/4") scale
 - Must be produced from recorded, accurate measurements taken in the field and not based on estimates or assumptions. Dimensions should be shown on the drawing.
 - Must not include portions of the building(s) that are not accessible. Instead, these areas must be clearly labeled on the drawing as inaccessible.
 - Must indicate existing materials along with construction details of any innovative or problematic structural or mechanical systems that are incorporated into the building.
 - Should differentiate additions by shading as indicated:
 - i. Original building—blackened-in walls
 - ii. Addition(s)—different shading to illustrate the progression of additions with a legend with corresponding dates
 - iii. Illustrate the historical configuration (if known) with dashed lines
 - Should include interior dimensions and room names (optional but recommended)
16. Physical Conditions Report and Historic Preservation Plan (see instructions in the form).
17. Historic Photographs (if available).
18. Historic Site Form (available from the Planning Department).

PROPERTY INFORMATION

1. Historic Site? ☐ No Yes: ☐ Landmark Site ☐ Significant Site
 2. Existing Zoning: _____
 3. Current Use of Property: _____
 4. Please Check the following statements that are applicable to the proposed project:

Lot Size:	Acres: _____	Square Feet: _____
Building (Main) Square Footage:	Existing: _____	Proposed: _____
Building (Accessory) Square Footage:	Existing: _____	Proposed: _____
Number of Residential Units:	Existing: _____	Proposed: _____
Commercial Area:	Gross Floor Area: _____	Net Leasable Area: _____
 5. Type(s) of Proposed Building Activity:
☐ Retail ☐ Office ☐ Other (specify): _____
 6. Number of Parking Spaces:
Existing: _____ Proposed: _____
 7. Is any new construction or addition occurring on a slope greater than 30%?
☐ Yes ☐ No
 8. Is the project located in the Sensitive Lands Overlay?
☐ Yes ☐ No
 9. Occupancy type: (check one)

☐ Owner Occupied	☐ Lease	☐ Nightly Rental
☐ Condominium	☐ Timeshare	
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ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____

Name of Applicant: _____

PRINTED

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____

PRINTED

Mailing Address: _____

Street Address/ Legal Description of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner's Association is the applicant than the representative/president must attaché a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CCRs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

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