



1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
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<http://stevenspoint.com>

City of Stevens Point Historic Preservation / Design Review Commission Application Packet

This document includes the directions and applications for projects that require Historic Preservation / Design Review Commission (HPDRC) approval. This coversheet describes the process and application requirements. The form shall be completed and returned with the required exhibits to the Community Development Department, City of Stevens Point, 1515 Strongs Avenue, Stevens Point, WI 54481. If you have any questions about the application or submittal requirements, please do not hesitate to contact the Community Development Department at (715) 346-1567 during normal business hours, Monday-Friday, 7:30 a.m. to 4:00 p.m., except City holidays.

Prior to Submittal:

1. Consultation with City staff should occur prior to the submittal of any application. This consultation can occur through phone, email or in person.
2. Prior to the submittal of the application, a letter should be sent to the Alderperson of the district of where the request is taking place, explaining the request. Please attach the notification letter with your application materials. Information about aldermanic districts can be found at <http://stevenspoint.com/index.aspx?NID=488>.

Filing of Historic Preservation / Design Review Commission Applications:

1. The filing deadline for all applications is 4:00 p.m. on the filing day. ***The filing day is three weeks prior to the meeting in which you wish to appear.*** Please consult the annual HPDRC schedule below for specific dates. Applications received after 4:00 p.m. on the filing day will not be scheduled until the next application cycle. Filing deadlines can be waived by staff in instances where application amendments occur or other project aspects have received adequate review. HPDRC meeting dates are tentative.

Required Submittal Date	HPDRC Meeting Date
December 14, 2016	January 4, 2017
January 11, 2017	February 1, 2017
February 8, 2017	March 1, 2017
March 15, 2017	April 5, 2017
April 12, 2017	May 3, 2017
May 17, 2017	June 7, 2017
June 14, 2017	July 5, 2017
July 12, 2017	August 2, 2017
August 16, 2017	September 6, 2017
September 13, 2017	October 4, 2017
October 11, 2017	November 1, 2017
November 15, 2017	December 6, 2017

2. The application must be filled out completely and accurately, including contact information for the applicant and owner. The required materials identified on the application shall be submitted in their entirety as they pertain to your request and include all of the necessary information. Failure to submit a complete application with all of the required documents will result in placing your item being placed on the next application cycle.

Filing of HPDRC Applications:

○ Requirements for Plans:

- The name of the project, firm, and individuals associated with the request, and all relevant contact information must be included in each plan submitted.
- Each plan submitted must include a north point (compass), scale, and date drawn.
- An individual Adobe Acrobat PDF files compiled either on a non-returnable CD or USB flash drive shall also be submitted. Applicants who are unable to provide the materials electronically should contact the Community Development Department at (715) 346-1567 for assistance.
- **New Construction or Addition:** When required, site plans for new constructions must include building elevations, building coverage as a percent of the lot, setbacks from property line (include photos of the proposed site), height and number of stories of all proposed buildings and structures, and building dimensions.

Upon Filing Your Application:

1. Staff will meet two weeks prior to the HPDRC meeting to review your request. You will be notified as soon as possible if any revisions are needed. The HPDRC will not review any project revisions that have not been first reviewed by staff. A copy of the agenda and staff report for your item will be sent to you prior to the meeting.
2. The applicant or agent is required to attend the HPDRC meeting to explain your request and answer questions. Failure to appear at the scheduled meeting may cause referral of the matter to a future meeting date. You should also remain at the meeting until the HPDRC makes a determination on your item. **The majority of HPDCR decisions are final. Appeal procedures do exist which are outlined in the applicable City of Stevens Point Revised Municipal Code. Certain requests may require additional governing body review.**

Historic Preservation / Design Review Commission Review Process:

1. At the HPDRC meeting, you will have an opportunity to provide information about your request, after which, Staff will present their recommendation.
2. After the presentation of your item, the HPDRC can approve, reject, conditionally approve, or refer your proposal to a future meeting based in part on a review of the request against the applicable standards found in the City ordinances and Design Guidelines.

Application Fees:

No application fees are required for Historic Preservation / Design Review Commission items.



HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

City of Stevens Point
Community Development Department

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APPLICATION FOR DESIGN REVIEW

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Assigned Case Manager	
Associated Permits or Applications (if any)				Pre-Application Conference Date	
Decision		Date Reviewed		Staff Signature	
Notes:					

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name		Contact Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Legal Description of Subject Property		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)

Current Zoning District(s)		Current Historic District(s) - Local, State, National	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)			
Will the proposed work detrimentally change, destroy or adversely affect any exterior architectural features of the improvement upon which said work is to be done? Explain your answer.			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
Does the proposed work conform with the architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness? (Historic Design Guidelines can be found at www.stevenspoint.com) Explain your answer.			

EXHIBITS

Letter to District Alderperson (www.stevenspoint.com/Directory)	<input type="checkbox"/>	Additional Exhibits If Any (List):
Photographs of Building or Structure	<input type="checkbox"/>	
Renderings or Elevations	<input type="checkbox"/>	
Site Plan (for additions, and new construction)	<input type="checkbox"/>	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner(s)	Date