

HPRC Application Checklist

Applications for review by the HPRC must include the following, along with an application for a building permit.

Applicant Name: _____

Address of Project: _____

Building Permit Number: _____

Complete applications must be submitted a minimum of 5 working days prior to a meeting date.

- Complete list of exterior materials and finishes with samples of all materials that are different in any way from the original.
- Drawings. Professional drawings are not required as long as the necessary information is adequately conveyed. *All drawings must contain dimensions.* Two sets of drawings must be submitted. One copy will be returned to the applicant upon approval and issuance of a permit. Drawings should include the following:
 - Each affected elevation must be presented.
 - Scaled drawings must show the dimensions of all existing and proposed features (i.e., windows, doors, total height and width of façade, spacing of columns, roof pitch, chimneys, porches and decks, placement of signs when applicable).
 - Scale and relation to neighboring structures.
 - Requests for amendments must be accompanied by new scaled drawings of all affected elevations.
 - Site plans are required for any new structure, addition, fence, sidewalk, retaining wall, hard landscaping elements or building relocation. Site plans must show the structure's relation to and location on its building site.

NOTE: *This checklist is in reference to applications for Certificates of Appropriateness only. The Idaho Springs Building Department may require additional information. Contact City Staff for details.*

Copies of this Checklist will be provided by City Staff to all applicants prior to submission of any application for review by the HPRC.