

## Check List for Submittals to the Huntsville Historic Preservation Commission

**The required documentation should be submitted by end of business on the last Monday of each month. Applicants who fail to provide appropriate documentation will be excluded from that month's HHPC Agenda. Carefully review the check list below to ensure that all pertinent information is submitted. Furthermore, both a hard copy and digital copy of drawings exceeding 11x17 should be submitted to the preservation consultant along with the application.**

### Alterations or repairs to existing construction-

#### • Required Documentation-

- Detailed photographs of building elevations, area of proposed alteration/repair, and surrounding properties for comparison;
- All proposed materials and finishes information/specifications;
- To scale site plan (not needed for new paint or shingle proposal)
- Dimensioned, to scale construction drawings (not needed for new paint or shingle proposal); and
- Provide historic images and other forms of documentation when possible.

### Additions to existing construction-

#### • Required Documentation-

- To scale site plan;
- Dimensioned, to scale construction drawings of existing building and proposed addition(s);
  - floor plans
  - elevations (including those that show the scale of the proposed addition(s) in comparison to the existing building(s))
  - roof plan
- Detailed photographs of building elevations, area of proposed addition, and surrounding properties for comparison;
- All proposed materials and finishes information/specifications; and
- Required zoning variance(s) (if affected).

### Complete demolition of existing construction-

#### • Required Documentation-

- Demolition notification mailed to all property owners within 500 feet of the lot lines of the proposed demolition, stating the nature of the request and giving details of the HHPC public hearing date, place and time. (This information is available from the Madison County Tax Assessor's office);
- The historic significance of the structure, including a narrative concerning any historical events or persons connected with the structure;
- The date of the original construction and the date of any major additions or alterations thereof, if known;
- A description of the architectural style or period which the structure represents, and any other material available concerning architectural aspects of the structure;
- Detailed photographs of building elevations, key architectural features, and surrounding properties.
- To scale site plan;
- Dimensioned, to scale construction drawings of existing building;
- A condition report compiled by a registered professional reviewing the existing condition of the property with a statement of feasibility for making the structure meet the minimum code requirements;
- The present use of the property and surrounding properties and any proposed changes in said uses;
- The proposed use of the land following demolition and a schematic design of any new structures and/or the future use of the land; and
- Schedule an onsite review with the historic preservation consultant.

**Partial demolition of existing construction**

- Required Documentation-
  - The historic significance of the structure (only for contributing structures);
  - The date of the original construction, if known;
  - A description of the architectural style or period which the structure represents, if applicable;
  - Detailed photographs of building elevations, area of proposed demolition, and surrounding properties;
  - To scale site plan;
  - Dimensioned, to scale construction drawings of existing building;
  - The proposed use of the land following demolition and a schematic design of any new structures; and
  - Schedule an onsite review with the historic preservation consultant.

**New building(s) or outbuildings(s)**

- Required Documentation-
  - To scale site plan;
  - Dimensioned, to scale construction drawings of proposed building(s) or outbuilding(s);
    - floor plans
    - elevations (including those that show the scale of the proposed addition(s) in comparison to the existing building(s))
    - roof plan
  - Detailed photographs of building elevations, area of proposed new construction, and surrounding properties for comparison;
  - All proposed materials and finishes information/specifications; and
  - Required zoning variance(s) (if affected).

**Altered or new site features** (such as gazebos, outdoor fireplaces, pergolas, patios, drives, parking lots, walks, walls, fencing, swimming pools, dish antenna, signage and lighting, etc.)

- Required Documentation-
  - To scale site plan;
  - Dimensioned, to scale construction drawings of existing and proposed alteration(s) (in reference to structures such as gazebos, outdoor fireplaces, pergolas, signage, or the like);
    - plan view
    - elevations (including those that show the scale of the proposed alteration(s) in comparison to the existing building(s))
  - Detailed photographs of building elevations, area of proposed alteration, and surrounding properties for comparison;
  - All proposed materials and finishes information/specifications; and
  - Required zoning variance(s) (if affected).

**Other** (describe)-