

CITY OF AFTON DESIGN REVIEW APPLICATION

Owner	Address	City	State	Zip	Phone
Applicant (if different than owner)	Address	City	State	Zip	Phone
Project Address					
, AFTON MN 55001					
Zoning Classification	Existing Use of Property	PID# or Legal Description			
Description of Request:					
By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.					
Signature of Owner/Applicant			Date		
DATE RECEIVED: _____					
RECEIVED BY: _____					
ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION					

**CITY OF AFTON
DESIGN REVIEW/HISTORIC PRESERVATION COMMISSION
(DR/HPC)**

What is the Commission?

The DR/HPC is an official commission of the City of Afton whose job is to preserve the historic 1850-1920 character of Afton. Within the historic district of Afton, building permits can only be issued with the approval of the DR/HPC and the building official.

Initial Concept Review

An informal, optional, concept review is desirable, but not required. The purpose of the initial concept review is to provide feedback and advice to a potential applicant regarding important issues prior to a formal design review. To do this, notify the City Administrator 10 days in advance of the regular meeting of the DR/HPC which takes place on the first Thursday of each month. If less than 10 days notice, the potential applicant may still request a concept review, on a walk-in basis, by attending a DR/HPC Meeting. Walk-in requests are subject to the discretion of the Commission. Potential applicants will be asked to provide their name, location of project, preliminary sketches and any apparently important background information.

Formal Design Review

A formal design review takes place upon receipt of application and the following materials. These submissions must reach the City Administrator 15 days prior to the regularly scheduled DR/HPC meeting.

- An articulated idea/sketch or concept
- Photos and historic information
- Historic Compliance Statement
- Description or samples of materials and colors
- Plans and elevations to scale
- Site plan
- A preliminary timeline for the project

For a building permit to be issued, submit 6 sets of the site plan and exterior elevation of the proposed structure(s) to the DR/HPC. If significant changes to a site, additional drawings depicting the relationship of new structure(s) to its (their) surroundings or grading and landscaping plans may also be required.

We encourage all applicants for building permits to contact the committee at an early stage for a concept review of the initial plans. In discussion with the commission, plans are often altered to establish period correct designs. Therefore, for the initial concept review, present only an idea/sketch and supporting information before drawing up the final plans.

Helpful Notes:

- 1) Put yourself back in time to when the building was built or how a building would have looked in the period of 1850-1920, how it would have been constructed and with what materials.
- 2) In an Historic Compliance Statement the owner or architect of the building explains briefly why the proposed building or changes to the building are appropriate in the context of historic Afton.
- 3) For guidance the applicant can review the city ordinances 12-142 and the Design Review Guidelines book of design at city hall. The Afton Historical Museum (651-436-3500) also has an interesting collection of photos to form ideas for new construction and to find old pictures of existing homes.

Need more information?

Please call **651-436-5090** for information; to schedule informal DR/HPC review and to discuss your plans.