APPLICATION

For Issuance of a *CERTIFICATE OF APPROPRIATENESS* to obtain approval of the alteration of the exterior appearance or demolition of a local landmark or a property within the designated local Historic Districts of Owl's Head, River Bend and Sherman Hill

Before any exterior alteration, demolition or construction can occur within a local historic district a Certificate of Appropriateness must be obtained from the Historic Preservation Commission.

Application filing fee $10.00

The steps to obtain a Certificate of Appropriateness include the following:

1. The property owner or the owner's contractor fills out and submits an application for a Certificate of Appropriateness to the City's Development Services Department which outlines the proposed change(s). Applications should be submitted two weeks in advance of the next regularly scheduled meeting of the Historic Preservation Commission. (See attached schedule of meeting dates and deadlines for submittals).

2. The application and plans are reviewed by the Development Services Department for conformance with:

   - *Fence Guidelines for Historic Districts in the City of Des Moines*.
   - *Secretary of Interior Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings.*
   - *Architectural Guidelines for New Construction and Building Rehabilitation in Des Moines Historic Districts.*
   - *The relationship of proposed changes to exterior features of structures in the neighborhood.*

3. City staff presents the application and a recommendation to the Historic Preservation Commission at a public meeting. The applicant may give a presentation and may need to answer questions. Any interested person in attendance will be given the opportunity to speak.

4. The Historic Preservation Commission considers the impact of the proposal on the neighborhood, the conformance with adopted guidelines, and the testimony by the applicant and any other interested parties. By formal vote, the Commission may approve, approve with modification, or disapprove the application.

5. A copy of the Commission's resolution (Certificate of Appropriateness) is mailed to the applicant and placed on file generally within 5 business days. Once the Commission's approval has been filed, work may begin provided that it is in conformance with any conditions listed on the Certificate and in conformance all other applicable City Code requirements.

6. The applicant or any party dissatisfied with the decision of the Historic Preservation Commission may within ten business days of the above filing, appeal the decision to the City Council.

Some work may be eligible for administrative approval as identified on the last page of this packet. Administratively Approved Certificates of Appropriateness require the submission of a complete application and payment of the $10 filing fee. The application is forwarded to Commission Members for comment but is only heard at a meeting if requested by a Commissioner. The administrative process generally takes a week.

The completed application form must be accompanied by:

1. **A SITE PLAN illustrating the proposed improvements in relation to the lot and its structures** (e.g. – the location of a proposed driveway, garage, or fence).

2. **ELEVATION DRAWINGS illustrating the proposed design of a new structure or the proposed changes to the appearance of an existing structure** (e.g. the floor, posts, ceiling of a new porch, the design elements of a proposed garage—size, shape, locations of windows and doors, and roof pitch).

3. **DETAIL DRAWINGS or PRODUCT CUT-SHEETS illustrating**
   a. **the design, size and proportions of altered or new structures** (e.g. porch railings or posts, windows).
   b. **the proposed material of altered or new structures.**

- Your application will be placed on the agenda for the next Commission meeting if it is received two weeks prior to the next scheduled meeting date. Meetings are scheduled for the third Wednesday of each month. (see schedule next page)

- Applications must be *complete* in order to meet the deadline requirement. Please submit as soon as possible before the deadline date, and in person, if possible, to ensure all requirements of a completed application are met.

Please return completed application to:

Jason Van Essen (283-4147)

Development Services Department
602 Robert D. Ray Drive
Des Moines, IA 50309

Development Services Department Combined Schedule of Meetings & Deadlines

PLAN AND ZONING COMMISSION
DES MOINES CITY COUNCIL
ZONING BOARD OF ADJUSTMENT
HISTORIC PRESERVATION COMMISSION

SCHEDULE OF 2019 MEETING DATES*

PLAN & ZONING COMMISSION, ZONING BOARD OF ADJUSTMENT, & HISTORIC PRESERVATION COMMISSION MEETINGS ARE HELD AT THE MUNICIPAL SERVICE CENTER AT 1551 EAST MARTIN LUTHER KING, JR. PARKWAY.
CITY COUNCIL MEETINGS ARE HELD AT CITY HALL AT 400 ROBERT D RAY DR.
FOR MORE INFORMATION, PLEASE CALL (515) 283-4182.

PLAN & ZONING COMMISSION			CITY COUNCIL	ZONING BOARD OF ADJUSTMENT		HISTORIC PRES. COMMISSION	
1st & 3rd Thursdays of Month @ 6:00 PM			Mondays @ 4:30 PM	Generally 4th Wed of Month @ 1 :00 PM		Generally 3rd Wed of Month @ 5:30 PM	
Major Items Due**	**Other Items Due**	**Meeting Date**	**Meeting Date**	**Agenda Closes**	**Meeting Date**	**Agenda Closes**	**Meeting Date**
~~Dec. 5~~	~~Dec. 12~~	~~**Jan. 3**~~	**Jan. 14**	Dec. 27	**Jan. 23**	Jan. 2	**Jan. 16**
Dec. 19	Dec. 26	**Jan. 17**	**Jan. 28**				
Jan. 9	Jan. 16	**Feb. 7**	**Feb. 11**	Jan. 31	**Feb. 27**	Feb. 6	**Feb. 20**
Jan. 23	Jan. 30	**Feb. 21**	**Feb. 25**				
Feb. 6	Feb. 13	**Mar. 7**	**Mar. 11**	Feb. 28	**Mar. 27**	Mar. 6	**Mar. 20**
~~Feb 20~~	~~Feb 27~~	~~**Mar 21**~~	**Mar. 25**				
Mar. 6	Mar. 13	**April 4**	**April 8**	Mar. 28	**April 24**	April 3	**April 17**
Mar. 20	Mar. 27	**April 18**	**April 22**				
Apr. 3	Apr. 10	**May 2**	**May 6**	April 25	**May 22**	May 1	**May 15**
Apr. 17	Apr. 24	**May 16**	**May 20**				
May 8	May 15	**June 6**	**June 3**	May 30	**June 26**	June 5	**June 19**
May 22	May 29	**June 20**	**June 24**				
~~June 5~~	~~June 12~~	~~**July 4**~~	**July 15**	June 27	**July 24**	July 3	**July 17**
June 19	June 26	**July 18**					
July 3	July 10	**Aug. 1**	**Aug. 5**	Aug. 1	**Aug. 28**	Aug.7	**Aug. 21**
July 17	July 24	**Aug. 15**	**Aug. 19**				
Aug. 7	Aug. 14	**Sept. 5**	**Sept. 9**	Aug. 29	**Sept. 25**	Sept. 4	**Sept. 18**
Aug. 21	Aug. 28	**Sept. 19**	**Sept. 23**				
Sept. 4	Sept. 11	**Oct. 3**	**Oct. 14**	Sept. 26	**Oct. 23**	Oct. 2	**Oct. 16**
Sept. 18	Sept. 25	**Oct. 17**	**Nov. 4**				
Oct. 9	Oct. 16	**Nov. 7**	**Nov. 18**	Oct. 24	**Nov. 20*** **	Nov. 6	**Nov. 20**
Oct. 23	Oct. 30	**Nov. 21**	**Dec. 2**				
Nov. 6	Nov. 13	**Dec. 5**	**Dec. 16**	Nov. 21	**Dec. 18*** **	Dec. 4	**Dec. 18**
Nov. 20	Nov. 27	**Dec. 19**					

SCHEDULE OF 2020 MEETING DATES*

~~Dec. 4~~	~~Dec. 11~~	~~**Jan. 2**~~	**Jan. 13**	Dec. 26	**Jan. 22**	Dec. 31	Jan. 15
Dec. 18	Dec. 23	**Jan. 16**	**Jan. 27**				

*DATES SUBJECT TO CHANGE – Please verify with Development Services Department at (515) 283-4182.
**Major items include rezonings, PUDs, PBPs, site plans, and plats.
***ZBOA meetings are on 3rd Wednesdays of December.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

CITY OF DES MOINES
HISTORIC PRESERVATION COMMISSION

(To be filled out by the applicant) File Number 20-

Address of the Property_____

Owner of the Property _____

Owner's Phone Number: Home _____ Work _____

Applicant's Name, Address and Phone Number (if different from owner)

Current use of the property _____

Approximate date structure was built if known _____

Note the year any major alterations were completed and indicate source of data
_____

_____

_____

_____ _____
Applicant's Signature Date

To be filled out by staff:

Date of Historic Preservation Commission meeting _____

Received by _____ Date _____

Your application will be placed on the agenda for the next Commission meeting if it is received two weeks prior to the next regularly scheduled meeting date.
Meetings are scheduled for the third Wednesday of each month.

NOTE: You are hereby advised that no work should commence on the above property until such time as the Historic Preservation Commission has issued a Certificate of Appropriateness

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To be filled out by the Applicant

Separately describe each job to be performed on the exterior of the structure and/or property.

1a. What is being done? **1**b. What materials are being used? **1**c. What changes in appearance will there be?

2a. What is being done? **2**b. What materials are being used? **2**c. What changes in appearance will there be?

3a. What is being done? **3**b. What materials are being used? **3**c. What changes in appearance will there be?

Attach drawings as described on page 2 to illustrate above described changes.

To be filled out by the Applicant (continued)

Separately describe each job to be performed on the exterior of the structure and/or property.

4a. What is being done? **4**b. What materials are being used? **4**c. What changes in appearance will there be? _____

5a. What is being done? **5**b. What materials are being used? **5**c. What changes in appearance will there be? _____

6a. What is being done? **6**b. What materials are being used? **6**c. What changes in appearance will there be?

Attach drawings as described on page 2 to illustrate above described changes.

CITY OF DES MOINES
HISTORIC PRESERVATION COMMISSION

ADMINISTRATIVELY APPROVED CERTIFICATES OF APPRORPIRATENESS

All repairs and replacement of items on the following list must be done in accordance with the

Secretary of Interior's "Standards for Restoration and Guidelines for Rehabilitating Historic Buildings"

and

"Architectural Guidelines, Building Rehabilitation in Des Moines' Historic Districts"

THE FOLLOWING WORK SHALL ONLY BE UNDERTAKEN BY DUPLICATING THE ORIGINAL CONSTRUCTION IN TYPE, SIZE, MATERIALS, AND PATTERN.

The repairs and alterations identified below may be administratively approved by the Planning Director or the Director's designee without the need for formal action by the Historic Preservation Commission

ALL LISTED PROJECTS ARE REQUIRED TO FILL OUT AN APPLICATION FOR CERTIFICATE OF APPROPRIATENESS BUT ARE NOT REQUIRED TO APPEAR AT A MEETING FOR COMMISSION REVIEW.

1. Repair of deteriorated windows and doors or replacement of no more than 25% of the existing windows and/or doors.
2. Canvas awnings over windows to provide solar shading on residential buildings.
3. Storm door if compatible.
4. Re-roofing with cedar shingles or asphalt shingles when used as a substitute for wood shingles. New roof vents when located on that part of the roof which faces the rear yard.
5. Rubber or other composition materials for re-roofing flat roofs.
6. Installing ½ round gutters with round or corrugated downspouts.
7. Redoing built-in gutters or parapet walls.
8. Rebuilding chimneys to a period design and installing flue caps.
9. Replacement steps and handrails.
10. Replacement of brick public and private walks.
11. Replacement of concrete public and private walks. 4 foot, 5 foot, or 6 foot sidewalks should be subdivided into equal squares.
12. Removing non-original siding and reopening closed-in porches and windows.
13. Replacement retaining walls of broken concrete with a limestone cap, brick, poured concrete, or stone.
14. Porch foundations and porch floors.
15. Replacement of existing driveways with like material.
16. Attached light fixtures and mailboxes.

October, 1995