# APPLICATION CHECKLIST
## HISTORIC ZONING DISTRICTS
*New Castle County Department of Land Use*

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**PROJECT TYPE:**

☐ Rehabilitation ☐ Addition ☐ Demolition
☐ Restoration ☐ Adaptive Reuse ☐ New construction
☐ Landscape/Site work ☐ Other:_____

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**ALL PROJECTS:**

- Completed historic permit application and ALL required narrative attachments and supporting documentation, as listed on application.
- If applicant is not the owner, a letter of consent from the owner, or the owner's agent, or proof of Power of Attorney must be provided.
- Area map locating property in relationship to bounding streets and recognizable features.
- Survey or plot plan of property.
- Historic site or area maps (e.g. Rea & Price map, Beers atlas, Hopkins map, Sanborn map, Price & Price maps), if available. Historic Preservation Section staff can assist you in determining which maps are appropriate and where to find them.
- Topographic maps (e.g. USGS) and grading plans when topographic changes are proposed.
- ***All maps and plans should be to scale and include north arrow.***

**ALL PROJECTS THAT INVOLVE SIGNIFICANT GROUND DISTURBANCE:**

- Statement from registered professional archaeologist or State Historic Preservation Office regarding the site's archaeological sensitivity and/or evidence of prior ground disturbance. Documentation of substantial disturbance may include photos, aerial photos, soil boring logs, as-built drawings, or elevation records.
- If site has archaeologically sensitive areas, further documentation of potential resources must be provided to the County. Additional review materials will be requested (i.e., maps identifying boundaries of prior disturbance and shovel test locations). Shovel test records must be submitted to the County.
- If work is approved for an archaeologically sensitive area, the applicant must engage a registered professional archaeologist to complete an archeological investigation prior to project initiation.
- A statement of mitigation measures that identifies how the project impacts to archaeological resources can/will be required.

**DEMOLITIONS:**

***Photographs***
- Existing conditions photos of ALL exterior building elevations and surrounding site.
- Photos must be clearly labeled with view and date and be of high quality. Black-and-white or color photos are acceptable.

***Narrative***
- Description of demolition justification including alternatives that have been explored.

## REHABILITATIONS, ADDITIONS, AND ADAPTIVE REUSE:

### *Photographs*

- Existing conditions photos of ALL exterior elevations and immediate site. Additional photos of impacted area are required.
- Photos must be clearly labeled with view and date and be of high quality. Black-and-white or color photos are acceptable.

### *Architectural and Site Plans*

- Site and landscape plans are required if:
    - There is any ground disturbing work, OR
    - Removal of historic landscape/site features is proposed. The plans should locate historic landscape/site features.
- Architectural plans of all building elevations and floor plans showing existing conditions and proposed modifications and/or additions.
- Plan notes must identify existing materials and proposed materials.
- Projects that involve signage, site furniture, lighting, and/or new landscaping must include specifications that describe proposed materials, colors, sizes, details, and location. Manufacturer's product cut sheets are acceptable.

### *Narrative*

- Describe the existing conditions and proposed changes. Must include descriptions of proposed new materials and how they are compatible with the historic context.
- Describe how the proposed changes comply with the *Standards*, as well as what efforts will be made to minimize the impact of the project on historic materials, forms, and contexts.

## RESTORATION

### *Photographs*

- Existing conditions photos of all exterior elevations are required.
- Photos must be clearly labeled with view and date and be of high quality. Black-and-white or color photos are acceptable.

### *Architectural and Site Plans*

- Building elevations and floor plans where any restoration work will change the exterior appearance and/or footprint of the existing structure.
- Site plan locating the existing structure, landscape features, and site furniture if any changes to the structure's existing footprint are proposed.
- Historic floor plans and/or aerial photographs showing historic footprint of structure if changes to its existing footprint are proposed.

### *Narrative*

- Describe the proposed project, including rationale for restoration. Must include the documented appearance historic appearance of the structure and/or landscape and descriptions of proposed building and landscape materials.

## NEW CONSTRUCTION AND LANDSCAPE/SITE WORK

### *Photographs*

- Existing conditions photos of buildings and landscape and site features on subject property.
- Photos of existing views into and out of the site including from nearby streets and public areas.
- Photos of ALL adjacent sites and the surrounding area, emphasis should be placed on any buildings and landscapes over 50 years old.
- Photos must be clearly labeled with view and date and be of high quality. Black-and-white or color photos are acceptable.

### *Maps*

- Area map locating any known historic resources within 500 feet of property lines.
- USDA soils map.

### *Architectural and Site Plans*

- Complete building elevations and floor plans of ALL proposed buildings and structures.
- Site and landscape plans that identify the location of existing AND proposed site features (i.e., buildings, roads, sidewalks, driveways, landscaping, buffers, and utilities). The plans should locate historic landscape features.
- Area plan that locates existing buildings and/or landscape features on adjacent properties within 500 feet of the subject property's boundaries.
- Proposed building and site material samples, such as roof tile and walkway materials.
- Projects that involve signage, site furniture, lighting, and/or new landscaping must include specifications that describe proposed materials, colors, sizes, details, and location. Manufacturer's product cut sheets are acceptable.

### *Narrative*

- Description of proposed project. Must include detailed explanation of all proposed building and landscape materials, as well as description of compatibility with historic context.
- If applicable, define mitigation measures that identify how project impacts to historic resources will be minimized.