



# HISTORIC PRESERVATION PERMIT APPLICATION

## FOR ALTERATIONS

### PREFACE

Historic Preservation is about a lot more than old buildings, it's about retaining and protecting our communal character.

With [eleven historic districts](#) and [54 individually listed](#) buildings on the National Register of Historic Places, Missoula's built (and non-built) past is a critical part of its contemporary charm. From the Moon-Randolph Ranch Homestead, the Florence Building, the Milwaukee and Northern Pacific Railroads, to the Lolo Trail and the Higgins Ave Bridge, the Alien Detention Barracks at Fort Missoula to the Wilma Theater, our historic places help shape the character which makes Missoula unique.

As a [Certified Local Government \(CLG\)](#), the City of Missoula works to provide information, guidance and resources to community members, property owners, and elected leaders in all aspects of preservation related projects. The city Historic Preservation Office (HPO) and Historic Preservation Commission (HPC) work to facilitate appropriate preservation, restoration, rehabilitation, and adaptive reuse of Missoula's significant places (refer: [Missoula City Ordinance 20.30](#)).

The purpose of the Historic Preservation Permit (HPP) process is to support applicants in restoring historically significant structures and to foster the protection of Missoula's built environment. This application packet will aid applicants in successfully completing and understanding HPP review and the HPC public hearing process. Each project is unique, and the HPO will assist applicants as needed throughout this process.

Thank you for your interest in protecting and improving Missoula's historic resources and for being a steward for our built environment!

### PROPERTIES AND ACTIONS SUBJECT TO REVIEW

Because historic properties are valuable resources, exterior alterations, relocation or demolition is subject to review and approval by the HPC.

HPPs are required for exterior alterations to historic properties that are individually listed on the [National Register of Historic Places](#) or for any new construction in the [Fort Missoula Character Overlay \(20.25.070\)](#). Elizabeth Johnson, HPO, will assist applicants in navigating the regulatory framework established in the City's Historic Preservation Ordinance. See the [list of properties](#) subject to review.

### ACTIONS NOT SUBJECT TO REVIEW

Ordinary repair and maintenance, such as painting and repair of windows or roofs, or interior alterations are not actions subject to review. Please confer with the city HPO for actions not subject to review.

### CONTACT

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### TYPICAL TIMELINE

Several factors may lengthen or shorten the review process. In general, the entire process will take approximately two months, not including conditions, delayed decisions or appeals. To reduce time constraints applicants are encouraged to apply well in advance of the desired construction start date. Once an HPP is issued, it is valid for two years.

Pre application consultation

Special presentation to HPC

Submit draft HPP application

HPO deems HPP application sufficient

Public notice is given at least 15 days prior to public hearing

Public hearing for decision is held during HPC meeting



# STEPS

## STEP ONE – PRE-APPLICATION CONSULTATION

Before applying for an HPP, applicants should meet with the HPO. The HPO will staff the proposed project as a case planner and will guide applicants in navigating the regulatory framework established in the city's Historic Preservation Ordinance ([20.85.085](#)). During the pre-application consult, the HPO and applicant will establish a timeline for the HPP review, and ensure that all questions are answered before moving forward.

## STEP TWO – COMPLETE A HISTORIC PRESERVATION PERMIT APPLICATION

Alterations to historic resources are considered significant actions; an HPP application review and decision is held to a very high standard, requiring submittal of comprehensive and detailed application materials.

The application and all required supporting information must be received and approved by the HPO at least three weeks prior to the scheduled public hearing.

- The application is the primary way for an applicant to explain the proposed project. A project that substantially meets applicable review criteria ([20.85.085](#) and [the Secretary of the Interior Standards](#)) must be approved;
- Creating a detailed application will help applicants understand the scope of the proposed project, be able to specify exactly what a contractor should do, and obtain more accurate contractor bid(s);
- A clearly defined project will aid in a quicker return of decision.

Applications Must Include the Following Supporting Information:

1) Narrative/Cover Letter –

Provide a written narrative explaining the proposed project and how it complies with compatibility review criteria ([20.85.085](#) and [the Secretary of the Interior Standards](#)). The narrative is the clearest means for the applicant to describe the extent of alteration activity and articulate how the proposed alteration activity is compatible, based on the review criteria.

2) National Register of Historic Places Nomination Form –

Provide a copy of the National Register Form for the property. Contact the HPO or Montana State Historic Preservation Office (SHPO) for a copy. You may also find them at [National Register of Historic Places Digital Asset Search](#).

3) Photographs/Visuals –

Provide photographs of each elevation for which an alteration is proposed, and photographs or drawings that clearly illustrate the nature and extent of the action proposed. Photographs and drawings should be clearly annotated with the resource elevation (front, side, rear façade etc.), direction (north, south, east, west), and a description of the alteration activity.

- Include photographs of character defining traits; those details that make a property unique such as exterior wall treatments, roof lines, shapes and forms, water tables, overhangs, doors, windows and the like.
- Include, if available, historic drawings, images, and photographs of the property.

4) Site Plans/Map –

Applications shall include a site plan, drawn to scale, showing the location of building or structure on the site, setback dimensions, and the general location of structures on adjacent lots. Site plans shall note the location of the proposed alteration activity and include a north-arrow and scale-bar.

5) Exterior Elevation Drawings –

Exterior elevations shall depict the entire elevation on which any proposed alteration activity will occur and be drawn to scale. Renderings should clearly depict the alteration activity and impact to significant and non-significant features of the elevation, such as windows, doors, and architectural details/elements. Each drawing shall include a scale-bar.

6) Openings –

If fenestration (windows and doors) is to be replaced, added or altered, provide information depicting the alteration activity.

7) Other –

To the extent necessary and in consultation with the HPO, include any additional drawings, details, sketches, and photographs not covered in the items listed above but are imperative to convey to the HPC. The HPC or HPO may request the following additional information:

- Additional elevation drawings, plans, specifications to scale or other illustrations that will clearly express the proposed action subject to review;
- Material samples;
- Historical information, photographs, plans or other documentation that may be relevant to the proposed action subject to review; and
- Other information necessary to enable the HPC to visualize and understand the proposed work.

The HPO or HPC may require a new or amended application if there is a change in plans for actions subject to review. If a new or amended application is submitted, the review procedures provided for in [20.85.085](#) shall apply in the same manner as if the application had been submitted for the first time.

### **STEP THREE – STAFF REVIEW**

Upon application submittal, the HPO shall review it for sufficiency. The HPO will contact the applicant regarding any missing information needed for the application to be considered sufficient, and will request the applicant provide information by a certain date and as it relates to the established timeline. Multiple rounds of revisions may be requested of the applicant if necessary.

#### Public Notices

Once the application is deemed sufficient and at least 15 days prior to the public hearing, the HPO will send a public notice to property owners within 150 feet of the project and interested parties (such as applicable neighborhood councils, non-profits, Missoula Downtown Association, city agencies etc.), will post two public notice signs on property right-of-ways, and will post two legal notices in the local newspaper. Public notice alerts citizens that a change to a historic resources is proposed and informs them of opportunities to comment on the proposal.

#### Staff Report

After public notice is distributed, the HPO shall evaluate the application proposal using review criteria in chapter [20.85.085](#). Staff will write a Staff Report that contains an analysis of the project's compatibility based on the review criteria. The report will include all application materials, will be distributed to the HPC and be publicly posted on the city website one week prior to the public hearing, and will provide a recommendation for the HPC to:

- Approve the application as proposed;
- Approve the application with conditions;
- Deny the application for an HPP.

### **STEP FOUR – HPC REVIEW**

The HPC meets on the first Wednesday of every month in Missoula City Council Chambers (140 W Pine Street) at 6:00 PM, unless otherwise scheduled. A public hearing will be held during the regularly scheduled HPC meeting unless otherwise scheduled. The property owner or owner's representative is strongly encouraged to attend the public hearing. The applicant must be present at the public hearing; failure to appear at the hearing is grounds for denial.

During the hearing the applicant will be given time to explain the project and describe how it complies with review criteria. The HPO will provide a formal presentation on the project that includes staff findings and recommendations. Once the presentation is complete, the HPC may ask further questions of the applicant to help clarify the project, and the HPC will accept public comment regarding the project. The applicant will be given the opportunity to respond to any testimony. Following all testimony, the HPC shall deliberate over the proposal, and will make a decision to approve, approve with conditions, or deny the HPP. Once a decision is made, a Record of Decision (ROD), which serves as the final HPP, will be sent to the applicant within 30 days.

Let the preservation, renovation, restoration or rehabilitation begin!

[Type here]



COMMUNITY PLANNING, DEVELOPMENT, & INNOVATION

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## HISTORIC PRESERVATION PERMIT APPLICATION HPP

### FOR ALTERATIONS

#### GENERAL INFORMATION

Name of Property (*if applicable*): \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant (*ex. Architect*): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

#### SITE INFORMATION

##### *Legal Description*

Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_

Subdivision: \_\_\_\_\_ Township: \_\_\_\_\_

Range: \_\_\_\_\_ Section: \_\_\_\_\_

Zoning: \_\_\_\_\_ Sq. Footage: \_\_\_\_\_

I hereby attest that the information on this form is accurate and complete.

Applicant Signature:

X.

Date:

Owner Signature:

X.

Date:

#### APPLICATION CHECKLIST

Please provide one (1) electronic copy (PDF format) of each of the following, and attach all required supporting information to this application:

- HPP Application
- Project Narrative
- National Register Nomination
  
- Historic Photographs
- Detailed Project Site Map and/or Site Plan
- Exterior Elevations with Descriptions
- Contemporary Photographs

