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## APPLICATION FOR CERTIFICATE OF NO CHANGE

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This application packet is used to file an application(s) for a Certificate of No Change that requires administrative approval by Community Planning and Economic Development staff. The packet is a tool for gathering information relevant to an application. It contains a checklist of required application materials and a worksheet to be completed by the applicant.

**599.380. Purpose.** Certificates of no change are established to protect landmarks, historic districts and nominated properties under interim protection by providing the planning director with authority to review and approve or deny all proposed minor alterations to a landmark, property in an historic district or nominated property under interim protection.

**599.390. Certificate of no change required.** Any minor alteration of a landmark, property in an historic district or nominated property under interim protection shall be prohibited except where authorized by a certificate of no change approved by the planning director.

**599.400. Application for certificate of no change.** An application for a certificate of no change shall be filed on a form approved by the planning director and shall be accompanied by all required supporting information, as specified in section 599.160.

**599.410. Decision on application for certificate of no change.** The planning director may approve, approve with conditions, or deny an application for certificate of no change.

**599.420. Required findings for certificate of no change.** The planning director shall make each of the following findings before approving a certificate of no change:

- (1) The minor alteration is compatible with the designation of the landmark or historic district, including the period and criteria of significance.
- (2) The minor alteration will ensure the continued integrity of the landmark or historic district.
- (3) The minor alteration is consistent with the applicable design guidelines adopted by the commission.
- (4) The minor alteration is consistent with the applicable recommendations contained in The Secretary of the Interior's Standards for the Treatment of Historic Properties.
- (5) The minor alteration is consistent with the spirit and intent of the preservation ordinance, the applicable policies of the comprehensive plan, and the applicable preservation policies in small area plans adopted by the city council.

**599.430. Certificate of no change conditions and guarantees.**

(a) *In general.* After planning director approval, the applicant shall receive a signed certificate of no change and approved plans stamped by the planning director. The applicant shall produce such certificate of no change and plans to the department of community planning and economic development before a building permit may be issued. The signed certificate of no change and stamped plans shall be available for inspection on the construction-site together with any permits.

(b) *Additional conditions and guarantees.* The planning director may impose such conditions on any certificate of no change and require such guarantees as deemed reasonable and necessary to protect the public interest and to ensure compliance with the standards and purposes of this chapter.

For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

## CERTIFICATE OF NO CHANGE APPLICATION REQUIREMENTS CHECKLIST

**Staff will accept only complete applications that include all of the items listed below and any specific application requirements. If any of the items are missing at the time of submittal, the application will be deemed incomplete and staff will not accept the application.<sup>1</sup>**

	Electronic submittal.
	Completed Application Worksheet.
	Project description, including changes to architectural details such as windows, doors, siding, railings, steps, roof, foundation, porches or ornamental features.  *If signs are proposed, describe the number of signs, type, dimensions including area (sq. ft.), height above grade, materials, method of installation, and illumination.
	A letter from the property owner, if other than the applicant, authorizing the application.
	Specifications for doors, windows, lighting, and other ornamental features, if applicable, including color and material samples. Attach additional documentation as needed.
	Photos of the property and existing buildings and structures. Must include the following items: <ul style="list-style-type: none"> <li>▪ Photos of all affected elevations of the building.</li> <li>▪ Close-up photos of all affected features.</li> <li>▪ Photographic evidence of deterioration on any features proposed for repair or replacement.</li> </ul>
	Scaled and dimensioned site plan. Must include the following items: <ul style="list-style-type: none"> <li>▪ All property lines.</li> <li>▪ Streets, sidewalks and alleys, include existing and proposed curb cuts. If public areas are to be vacated, indicate this.</li> <li>▪ Adjacent uses (show location and identify).</li> <li>▪ Building footprints (including garages and other accessory structures) and square footages.</li> <li>▪ Other impervious surfaces (walkways, decks, patios, etc.) and square footages.</li> <li>▪ Landscaping plan showing existing and proposed shrubs and trees (location, type, number and overall amount).</li> <li>▪ Walls, screens and fences (show location, type and height).</li> <li>▪ Mechanical equipment (air conditioning units, electrical transformers, private or public utilities, etc.)</li> <li>▪ Natural features and topography.</li> <li>▪ Indicate north arrow and date the plan was drawn.</li> </ul>
	Scaled and dimensioned elevations of each façade being altered.
	Scaled and dimensioned floor plans showing all floors.
	Scaled and dimensioned signs (locations, types and dimensions), if proposed.
	Please submit all required documentation electronically meeting ePlan requirements. Check with your assigned planner to verify whether hard copies are also required.

<sup>1</sup> City staff will review the initial application submission to determine completeness and will notify the applicant of what, if any, additional information must be submitted. Please be aware that supplemental information may also be requested during the evaluation process.

## APPLICATION WORKSHEET

<b>Name of Proposed Project</b>		
<b>Property Information</b>	Address(es)	
	Identification number	
	Lot area (sq ft)	
<b>Property Owner</b>	Name	
	Mailing address, including city, state, and zip code	
	Phone number	
	Email	
<b>Applicant</b> <i>This person will be the primary contact for staff, and is the authorized agent in place of the property owner</i>	Name	
	Mailing address, including city, state, and zip code	
	Phone number	
	Email	

### ACCURACY DECLARATION

My signature attests to the fact that the attached application is complete and accurate to the best of my knowledge. I understand that the staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay review of my application or may result in denial of my request.

Property owner's signature (if different from applicant): \_\_\_\_\_

Applicant's name (please print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_