
Historic Waiver Application

What is this application form for?

Historic waiver applications are used to request waivers to the Housing Maintenance Code for short-term rentals in designated landmarks. They are reviewed by City staff. This form is for:

- Historic landmarks only
- Waivers to Title 12, Section 244.1845 - Requirements to short-term rental dwelling units

There is no fee for this application.

Preparing Your Application

What do I need to include?

Your application must have **all** the following items to be complete:

	Completed Application Worksheet and Signature Section (go to page 3)
	E-mail or letter from the property owner (if you are not the owner) saying you may submit this application on their behalf
	Written description of the project, including the following: <ul style="list-style-type: none"> • Project background and what alterations are needed to create short-term rental dwelling units. Include the measurements and types of materials used on any part of the interior or exterior that will be changed. • What section of Title 12, Section 244.1845 is proposed for the waiver? • How many total dwelling units exist at the property? • How many short-term rental dwelling units are proposed?
	Written statement on how your project meets the Required Findings (go to page 2)
	Photos of the exterior and interior of the property, including all sides and close-ups of the work area.
	If you are also submitting another preservation application, please talk with your assigned planner about combining application materials.

Depending on your project, your application also needs these measured drawings or documents:

If you are:	Then also provide:
Adding/changing features to the exterior of the property or landscape, such as: <ul style="list-style-type: none"> • Stoops • Decks • Sheds 	An aerial map of the property that identifies the location of the new feature(s) <i>Or</i> A site plan drawing with: <ol style="list-style-type: none"> 1. Property lines 2. Streets, sidewalks, alleys, and driveways 3. Buildings (including garages or sheds) 4. Hard surfaces (example: patios or walkways) 5. Fences or walls (include height and materials) 6. Mechanical equipment (example: AC units) 7. North arrow 8. Date the plans were drawn
Adding/changing a feature on a building wall, such as: <ul style="list-style-type: none"> • Windows, doors, siding • Dryer vents 	Elevation drawings of each side of the building where work will be done
Adding/changing features on an interior space such as: <ul style="list-style-type: none"> • Changing a floor plan for short-term rental dwelling units 	Floor plan drawings that identify all short-term rental dwelling units

Required Findings

What are findings?

Findings are written statements that explain how a project follows the ordinance rules. Your project needs to meet the findings in order for the City to approve it.

Instructions

Write answers to the two (2) statements to explain how your project supports the findings. Send them as a separate document with your application:

1. The proposed departure from the requirements of [section 244.1845](#) will result in a reuse that is compatible with the preservation of the property and with other properties in the area.
2. The number of short-term rental dwelling units authorized through the waiver must comprise no more than fifty (50) percent in relation to the total dwelling units in the building, and the building and use must comply with all applicable zoning requirements and all applicable requirements of this chapter.

Historic Waiver Application Worksheet

Please complete the following worksheet:

Project Name		
Property Information	Address(es)	
	<u>Property identification number(s)</u>	
Property Owner	Name	
	Mailing address	
	Phone number	
	Email	
Applicant <i>This is the main contact for the project. If you're not the owner, you must be allowed to apply.</i>	Name	
	Mailing address	
	Phone number	
	Email	

Signature Section

Please complete the signature section below:

I confirm that everything in this application is true and complete. I understand that if anything is missing or incorrect, it could delay or stop the review of my application. When I submit this application, I give the Department of Community Planning and Economic Development permission to review the application.

Applicant's name (print): _____

Applicant's signature: _____

Date: _____

Are you the property owner? (check one) **Yes** **No**

Submitting Your Application

How do I submit my application?

Put the documents together into one PDF. Email the PDF (must be under 20MB total) to your assigned planner. After emailing your application to your assigned planner, they will send you a project number that looks like this: **PLAN12345**.

What happens next?

City staff will make sure everything is included **within 15 business days**. They will let you know in writing if anything is missing. They might ask for more information while they review your application. Once they determine that your application is complete, they will write a report **within 10 business days** that says if it is approved and list any conditions for the project. All administrative application decisions can be appealed to the Heritage Preservation Commission.