



City of Excelsior

339 Third Street, Excelsior, MN 55331

Telephone: 952-474-5233 Email:

**APPLICATION FOR A SITE ALTERATION PERMIT**

Applicant's Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Authority to file application:

- Ownership
- Tenant
- Other \_\_\_\_\_

If not Owner, Owner's Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

Do you have an architect/engineer or other designer for this project?

- Yes
- No

Name: \_\_\_\_\_

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

Attach the following materials for all applications:

- A current photograph of the exterior sides of the building (or site) where work will take place.
- A scaled elevation drawing of the sides of the building illustrating the work to be performed.
- A scaled site plan (for any site changes).

- A short narrative of the work to be done and how the work relates to the building’s architecture.
- Identification of all exterior building materials and colors, including materials samples and paint chips of proposed colors.

Note: An application will not be deemed complete until all of the items above have been submitted to the City.

Narrative Description of Proposed Site Alterations: (Include any changes to masonry walls or foundations, siding or paint, roofs or chimneys, doors or windows, porches or steps, awnings or shutters, fences or retaining walls, landscaping or lighting)

If you need additional space, please include additional sheets.

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I hereby certify that the above information, the checklist below and all accompanying documents and information are true and accurate to the best of my knowledge.

\_\_\_\_\_  
Applicant’s signature

\_\_\_\_\_  
Date

Site Alteration Permit Checklist Overview

The Excelsior Heritage Preservation Commission (HPC) reviews land use activities that may affect Excelsior’s historical and architectural attributes. The Excelsior Heritage Preservation Commission has prepared a checklist to assist you in applying for a Site Alteration Permit. In addition to the general materials listed on page 1, applicants should refer to the checklist below for additional requirements applicable to particular types of projects. A summary of HPC Guidelines are also available at Excelsior City Hall.

Please be thorough in completing the checklist. The decision of the HPC will be based on the completed checklist and other materials you submit. Any unidentified alterations not shown on the checklist or application materials will need to be discussed with staff and possibly returned to the HPC for further review. Work completed without the HPC’s approval is in violation of the City Code and may be subject to fines or penalties. The Excelsior City Staff is available to answer questions regarding the application and checklist. You may contact them at 952-474-5233.

**HERITAGE PRESERVATION COMMISSION**  
**Site Alteration Permit Checklist**

NATURE OF SITE ALTERATION (check all that apply):

- SIGNAGE (Complete Section 1 below)
- CHANGES IN MATERIAL OR ADDITIONS (Complete Section 2 below)
- NEW CONSTRUCTION (Complete Section 3 below)
- DEMOLITION (Complete Section 4 below)
- RELOCATION OF STRUCTURE (Complete Section 5 below)
- LANDSCAPE OR PARKING ALTERATIONS (Complete Section 6 below)

I. SIGNS AND AWNINGS:

- Dimensional elevation drawn to scale identifying materials, colors, and lettering style.  
 Include height, width and depth.
- Description of any proposed lighting.
- Description of location.

For wall sign, show how and where it will be attached. For free-standing sign, show height measured from the existing and proposed grade and site plan with sign location and dimensions from property lines and dimensions from structures on lot.

2. CHANGES IN MATERIAL AND ADDITIONS:

- Scaled elevation drawing indicating proposed alterations. Minimum scale 1/4" = 1'0".  
 Color scale rendering is required for major alterations (those requiring City Design Standards approval). Include door and window design when proposed to be altered. Manufacturer's catalog data must be used, if applicable.
- Description of all exterior materials and colors.  
 Include all proposed materials samples and paint chips of proposed colors.
- Site plan showing dimensions of lot and location and dimensions of existing structures on lot.  
 Include location and dimensions of all proposed additions.
- Photographs of existing conditions from all elevations.  
 Historic photographs should accompany any request to return a structure to an earlier historic appearance.

3. NEW CONSTRUCTION:

- Scaled elevation drawing showing all sides and dimensions. Minimum scale 1/4" = 1'0".  
 Color scale rendering is required for all new construction. Include door and window design and description of all exterior design elements. Manufacturer's catalog data must be used, if applicable.

- Elevation drawings to scale showing relationship to height and massing of adjacent structures.
- Photographs of proposed site and adjoining properties.
- Site plan including building footprint and all landscape and parking features.
- Elevation drawings and material and color details for exterior features.  
Include roofs, steps, doors, windows, siding, porches, foundations, walls, etc.
- Scale model may be required for major construction, as determined by the HPC.

4. DEMOLITION:

- Justification for proposed demolition.  
Provide documentation that a building classified as historic is incapable of earning any economic return on its value as appraised by a qualified real estate appraiser. Provide proof that all reasonable alternatives for re-use and restoration have been exhausted.
- Proposed use of site after demolition.  
Include plans and construction schedule for proposed structures and evidence of compatibility with all zoning and comprehensive plan requirements. Plans must demonstrate compatibility with adjacent historic structures or sites.
- Photographs of all structures to be demolished.

5. RELOCATION OF STRUCTURE:

- Photograph of existing structure on existing site.
- Photograph of proposed site and map of location.
- Reasons for request to move structure.  
Information for relocations shall be the same as demolition (for the removal of a structure from a historic site or district) and new construction (for the relocation of a structure to a site within a historic site or district).

6. LANDSCAPE AND PARKING ALTERATIONS:

- Site plan showing location and layout.
- Description or depiction of materials, dimensions and design.  
Include location and type of vegetation.
- Photograph of affected areas of site.

Procedure for Review of Site Alteration Permits

The application for a Site Alteration Permit, completed checklist and all supporting information must be received **no later than 7 calendar days** prior to the Heritage Preservation Commission meeting. Incomplete applications will not be reviewed by the Commission. The Heritage Preservation Commission normally meets the third Tuesday in each month. Applicants are strongly encouraged to attend the meeting.

Decisions of the Heritage Preservation Commission may be appealed by filing notice with the City Clerk within 10 business days following the meeting.

The Site Alteration Permit does not relieve the property owner from the responsibility of obtaining any other required permits. Building permits and other permits may be required even if a Site Alteration Permit is not required. For more information, please contact Excelsior City Hall.

NOTICE TO PERSONS COMPLETING THIS FORM

Please be advised that the information requested in this application is sought for the purpose of evaluating your request.

Any information you submit with this application may be made available to various City employees, City officials, members of City boards or commissions, and the public.

You may refuse to provide any of the information requested but that refusal may limit the City's ability to act on your request or result in the denial of that request. If you believe that any information you are providing constitutes private or confidential data under the Minnesota Government Data Practice Act and you want to limit the dissemination of that data, please contact the City Manager prior to submitting that information to discuss whether dissemination of that data may be limited.

Please sign and date below and return with your application as confirmation that you were provided with this Notice.

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Signature

Date

**City Staff Use Only:**

Downtown Historic District:

- Contributing
- Non-contributing

Designated Historic Site No. \_\_\_\_

Type of Alteration:

- Major change in materials/addition (subject to Design Standards review)
- Minor change in materials/addition (not subject to Design Standards review)
- New construction/relocation
- Landscape/parking alterations
- Demolition/relocation
- Signage/awning (Sign permit must also be filed)

Current Zoning: R-1 R-2 R-3 R-4 B-1 B-2 B-3 B-4 B-5 P Other : \_\_\_\_

Application deemed complete on \_\_\_\_\_ by \_\_\_\_\_

**Heritage Preservation Commission Action:**

On \_\_\_\_\_, the action requested in the foregoing application was:

- Approved

Conditions:

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- Disapproved

Reasons:

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City Council Determination on Appeal of HPC Action:

On \_\_\_\_\_, the City Council took the following action on the appeal:

- Sustained HPC Action
- Overturned HPC Action