



Date:
Application #:
Permit #:

HPC Staff Report

CITY STAFF USE ONLY*****DO NOT COMPLETE ANY ENTRIES ON THIS FORM*****CITY STAFF USE ONLY

These items must have been completed before submitting application: (Please check yes or no below)

1. Are all zoning approvals met and in compliance for the proposed work? Yes ☐ No ☐
2. Are there any Variances pending or necessary for the proposed work? Yes ☐ No ☐
3. Does this project comply with the New Chauncey Neighborhood Plan? Yes No

Documentation to be submitted with applications: (Minimum requirements for all COA Applications)

(Please place a check mark at each listed item below that you include with this application)

- ☐ Property Classification Status (National Register and Interim Report)
- ☐ Visual markup of existing conditions, proposed work, and adjacent properties (max 4 photos to 8 ½ x 11 sheet)
- ☐ Complete drawings of proposed project and written description
- ☐ Exterior elevations of all areas where work will occur
- ☐ Signed application
- ☐ Site plan (If project affects ground floor exterior - Beacon)
- ☐ Sample or brochure plus specifications and color samples of all permanent materials to be used
- ☐ Photos of adjacent or attached structures showing locations of connection
- ☐ Electronic versions of complete drawings of the proposed project are acceptable
- ☐ Comments from neighboring properties (if applicable)

NOTE: See categories below for specific projects and additional documentation as applicable.

WINDOW PROJECTS (Additional Documentation)

(Check-mark all that apply)

- ☐ Elevation drawings of each window type
- ☐ Window section drawing(s): with head, sill, jamb, mullion, and muntins with all dimensions
- ☐ Condition statement of existing windows describing the type and extent of deterioration for windows to be removed or replaced. If replacement windows are proposed, submit photos showing condition and extent of deterioration.
- ☐ Note indicating whether or not windows are original
- ☐ Note on plan and elevations which windows are new and which are original to remain.
- ☐ Note materials to fill in opening and indicate structure to be removed if applicable.

DOOR PROJECTS (Additional Documentation)

(Check-mark all that apply)

- ☐ Close-up photo(s) of the existing door(s) to be replaced and photos of doors on adjacent buildings
- ☐ Condition statement of the existing doors describing the type and extent of deterioration
- ☐ Door elevation drawing(s) of each door type
- ☐ Door section(s)
- ☐ Note on plan and elevations which doors are new and which are original to remain

SIGNAGE (Additional Documentation)**(Check-mark all that apply)**

- ☐ Color photo(s) of the entire building with proposed location of the signage indicated
- ☐ Close-up photo of the proposed signage location
- ☐ Detailed drawings showing the dimensions of the sign and how it will be attached to the building
- ☐ Description of the proposed sign and bracket materials, dimensions, sign lettering, signage lighting, and method of attachment to the building. We recommend you use existing holes where possible. If new anchorage holes are necessary, place anchorage in existing mortar joints and avoid damaging existing bricks and permanent exposed building materials.

Please note: Signage area and permits must be approved by the City of West Lafayette Building Department

STOREFRONT/FACADE, AWNING, SHUTTER, AND OTHER ARCHITECTURAL ELEMENTS

(Additional Documentation)

(Check-mark all that apply)

- ☐ Clear description, photos and elevation drawings of proposed signage, lighting, awnings, security systems, and accessibility provisions (i.e. lifts, ramps, handrails etc.)
- ☐ Color photos/elevations showing storefront/façade of all floors as they relate to all proposed work
- ☐ Drawings specifying the plan, section, and construction details.

NEW CONSTRUCTION, ADDITION, GARAGE/CARRIAGE HOUSE (Additional Documentation)**(Check-mark all that apply)**

- ☐ Same requirements as listed on page 1

STOOP, STEP, FENCE, PORCH, GARDEN SHED AND BALCONY (Additional Documentation)**(Check-mark all that apply)**

- ☐ Color photos and construction plans detailing the location of the proposed stoops, steps, fences, handrails, porches, and balconies
- ☐ Drawings specifying the proposed work, construction details, and installation method for all improvements under this section
- ☐ Drawings of existing conditions without the proposed work

ADMINISTRATIVE APPROVAL: HANDRAIL, ROOF MATERIAL (Additional Documentation)**(Check-mark all that apply)**

- ☐ Color photos detailing the location of the roof(s)
- ☐ Drawings specifying the plans, construction details, and installation methods
- Location of proposed handrail

Ordinance and Secretary of Interior Standards Review

(Check-mark all that apply)

1. Does this project adhere to West Lafayette ordinance #19-13? Yes No
2. Does this application trigger the visual compatibility section of West Lafayette Ordinance #19-13? Yes No

- Height
- Proportion of buildings front façade
- Proportion of openings within the facility
- Rhythm of solids to voids in front façades
- Rhythm of spacing of buildings on streets
- Rhythm of entrances and porch projections
- Building façade
- Roof shapes
- Walls of continuity
- Scale of building
- Directional expression of front elevation

3. Does this application follow the best practices within the Secretary of Interior Standards for preservation and rehabilitation? Yes No

4. Staff Recommendation: Approval Approval w/ Amendment(s) Admin Approval Denial

5. Staff Comments/Questions

STAFF PHOTOS: