511 Main St. | PO Box 130 | Idaho City, ID 83631
Phone (208) 392-4584
www.idahocity.municipalimpact.com
idahocityclerk@cityofic.org | idahocityoffice@cityofic.org | idahocityhpc@gmail.com

Historic Preservation Commission

Application for Certificate of Appropriateness

Applicant (Person in Charge) _____

Phone _____ **Email** _____

Owner _____ **Purchaser** _____ **Lessee** _____ **Other** _____

Applicant's Address _____

_____ **ZIP** _____

CERTIFICATE OF APPROPRIATENESS IS REQUESTED FOR:

_____ **Building/Other Structure** _____ **Sign(s)** _____ **Demolition**

NAME/ADDRESS OF PROPERTY WITHIN THE HISTORIC DISTRICT FOR WHICH CERTIFICATE IS REQUESTED:

_____

LEGAL DESCRIPTION: LOT _____ **BLOCK** _____ **OR ATTACH ANY METES & BOUNDS DESCRIPTIONS.**

Current use? _____

_____

Is there a change in the use of the building or lot? _____

_____

What exterior changes are being proposed to the building(s), other structures, signs and or the site? Note the proposed construction materials you will use for the exterior features. In the case of demolition, state reasons for demolition (use extra paper to complete this).

_____

_____

_____

_____

SUBMITTALS REQUIRED:

1. Detailed plans (to scale) showing all proposed changes. Plans should show the proposed architectural design, including elevations.

2. In the case of sign(s), a colored rendering and scaled drawing of the proposed sign(s) including style of lettering dimensions of all sign faces and materials to be used should be submitted.

3. Site plan of the project proposed, drawn to scale, showing actual dimensions and shape of the lot, specifying location of changes, sign(s) or demolition.

4. Vicinity map (8 ½" x 11") 1" =300' scale minimum, showing location of the property.

NOTE: WHEN AN APPLICATION HAS BEEN SUBMITTED, IT WILL BE REVIEWED IN ORDER TO DETERMINE COMPLIANCE WITH APPLICATION REQUIREMENTS. REVIEW IN FRONT OF THE COMMISSION WILL BE SCHEDULED ONLY AFTER AN APPLICATION HAS BEEN ACCEPTED AS COMPLETE.

I HEREBY ATTEST TO THE TRUTH AND EXACTNESS OF ALL INFORMATION SUPPLIED IN THE FOREGOING APPLICATION.

_____ _____

Signature of Applicant **Date**

TO BE COMPLETED BY THE HISTORIC PRESERVATION COMMISSION

CONDITIONS/RECOMMENDATIONS: _____

_____

_____

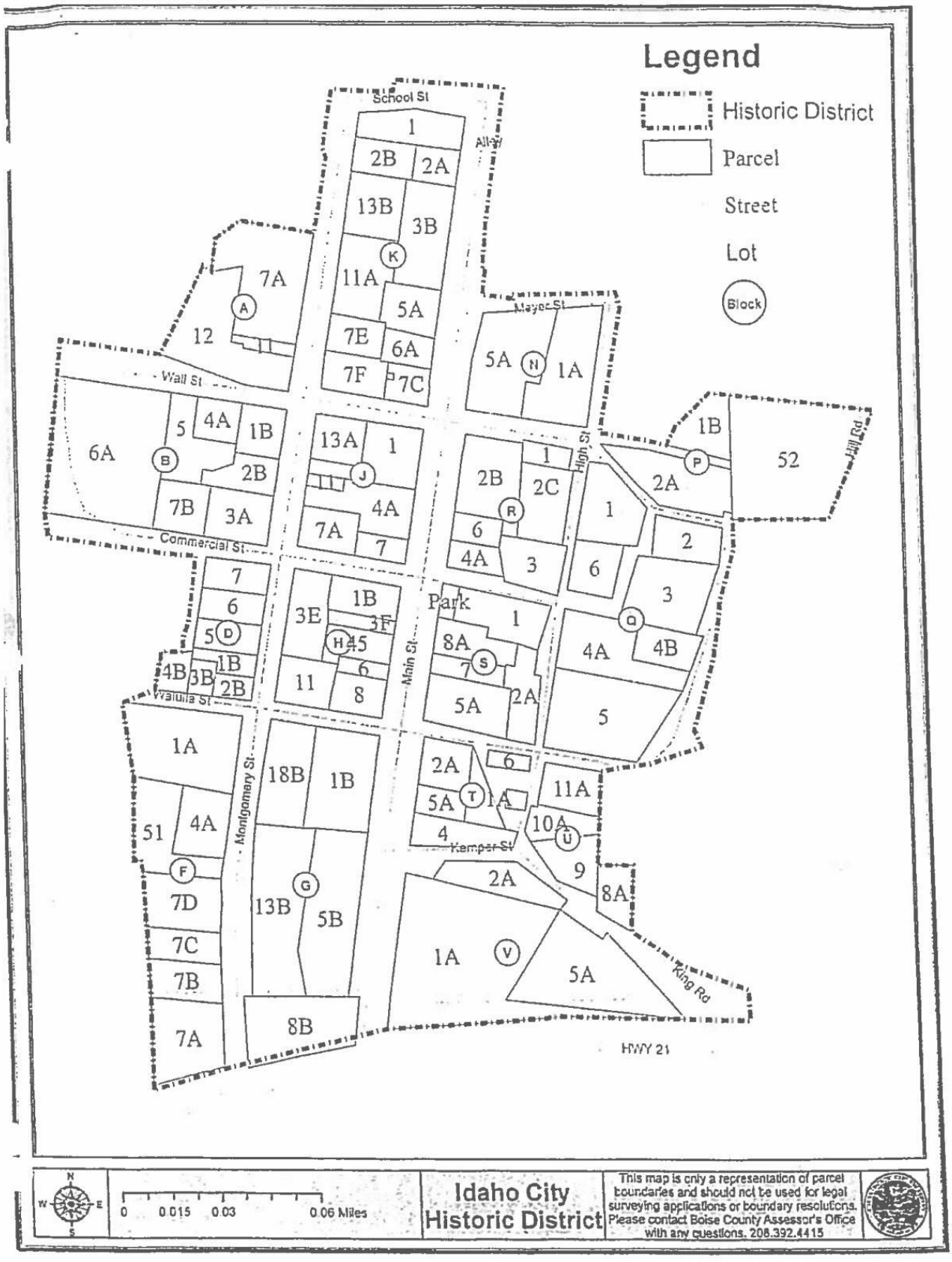
_____

_____

Date Approved: _____

Approved By: _____

Historic Preservation Commission


Legend
Historic District
Parcel
Street
Lot
Block
School St
Alley
Mayer St
Wall St
Commercial St
Walnut St
Main St
High St
Montgomery St
Kemper St
Park
Hill Rd
King Rd
HWY 21
0 0.015 0.03 0.06 Miles
Idaho City
Historic District
This map is only a representation of parcel boundaries and should not be used for legal surveying applications or boundary resolutions. Please contact Boise County Assessor's Office with any questions. 208.392.4415

The Idaho City Historic Preservation Commission

The Idaho City Historic Preservation Commission is an arm of The City of Idaho City. It is comprised of five Commissioners, currently:

1. Rhonda Jameson, Chairman
2. Barbara McClain
3. Carol Kirkland
4. Jennifer Haycock
5. Monte Gaukler

They are charged with maintaining established historic preservation standards within The Idaho City Historic District, help preserve historic buildings, function in an advisory capacity to the City Council & Mayor and provide resources and information to the public. Their main activities include grant writing and design reviews of applications for certificates of appropriateness. They meet monthly at City Hall on Main St. and School St. at **6:00pm on the 3rd Wednesday of each month**, when there are agenda items.

An application for a **Certificate of Appropriateness** should be filed when *any* exterior changes are planned, to *any* structure in the Historic District, including signage and demolition. A Certificate of Appropriateness is issued by the commission and is required to obtain any Building Permits that may be needed. Each commissioner gets one vote when approving or denying a Certificate of Appropriateness. No commissioner can make any determination of any kind outside of a meeting, without a vote in their public meeting. The Commission may use the following resources in making decisions:

1. City Ordinance #270
2. The Design Guide, as updated September 2011
3. City Attorney
4. Idaho State Historic Preservation Office
5. The National Park Service, Secretary of Interior's Standards for the Treatment of Historic Properties

Owners, renters, and those interested in purchasing a property should use the Design Guide as their first source of information. Refer to the Appendices of the Design Guide, if you are not sure if a property is in the Historic District, or if you are not sure if a structure is a "contributing" building, commonly described as a "historic building."

Link to the Idaho City Design Guide:
https://idahocity.municipalimpact.com/documents/170/Idaho_City_Design_Guide-0911.pdf
Or scan the QRC below

Contributing structures must follow the stricter Secretary of the Interior's Standards for Rehabilitation. Owners doing preservation, restoration, rehabilitation, or reconstruction on a contributing historic building may use the following standards to guide their project:

The Secretary of the Interior's Standards for the Treatment of Historic Properties

When filling out an application for a Certificate of Appropriateness, make sure that all information is included so your application won't be held up. Include materials, design, location, dimensions, colors, etc. to give the commission a clear picture of the project. If a project has been completed without a certificate, an application can be submitted after the fact, but please realize that if the project is not approved by the commission, a stop work order can be issued or the work can be required to be removed or changed and it is subject to complaint by the public.

If you live, own, or manage property in the District and have a complaint about a structure, sign, or property in the District, you can file a formal complaint at City Hall. The signature must be notarized. The Commission will report to the City Council and Mayor about the issue. The City will make a determination and there is an appeal procedure possible. This process is outlined in information you can obtain at City Hall.

Applications for Certificates of Appropriateness should be turned in the week before the meeting. It is helpful to attend the commission meeting to ask and answer questions, but it is not required. The commission is not obligated to bring any possible violations to the attention of law enforcement or the City, if a formal complaint has not been filed, but they have the option to file a complaint themselves.

For more information call and/or visit City Hall at 511 Main St., (208)392-4285 for copies or email the commission at idahocityhpc@gmail.com **and visit** idahocity.municipalimpact.com