



City of Chaska

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A Site Alteration Permit shall be received for all proposed residential, commercial, industrial, and public buildings that are designated as historic under either the local or national historic landmark designations or are located within a historic district in the City of Chaska. The Heritage Preservation Commission (HPC) shall hold a public hearing on each complete application for a Site Alteration Permit. The HPC may approve, approve with conditions, or deny an application. All findings and decisions of the HPC shall be final, subject to appeal to the City Council.

Site alteration work includes new construction, alterations or repair, including color and signage, or any other work that will affect the exterior appearance of a historic resource/building or a non-historic resource located in a historic district. Applications and plans for minor classes of work shall be approved by the Planning Director, as delegated by the HPC, when the work is in conformance with the approved guidelines and is on the list of minor classes of work identified by the HPC. A Site Alteration Permit approved by the HPC is also required for the demolition or relocation of historic buildings, nationally or locally designated.

APPLICATION REQUIREMENTS

Unless waived by the Planning Department, you must provide all of the following items with the Site Alteration Permit application by the submittal deadline. An incomplete application will not be accepted. Two large scaleable sets (24"x36" preferred) and 10 reduced copies (11"x17") of the following exhibits:

- ___ Photographs of exterior of existing structure
- ___ Proposed building elevation changes, with **all** exterior building materials and colors **clearly** called out
- ___ For new construction/additions, a colored perspective or colored elevations of the proposed structure
- ___ Description, photographs, and samples of proposed building materials
- ___ For new construction/additions, a site plan, including
 - Acreage and square footage of the site
 - Property lines and easements
 - All applicable setbacks
 - Parking areas, number of spaces, internal drives and access
 - Site lighting systems
- ___ Boundary survey, prepared by a registered survey, of the property and 100' beyond its boundaries showing existing property lines and dimensions, platting and easements, buildings, street and railroad rights-of-way, utilities, topography, waterways, and ownership or all parcels
- ___ Floor plans
- ___ Written statement fully describing the proposed alterations and purpose for the alterations

PROCEDURE

1. The property owner and consultants shall meet with Planning Staff to explain proposed project and to receive information from staff relative to the site, prior to commencing project design.
2. Consult with the Community Development Department to determine the ordinances and procedures that apply to your project. Request application packet from Planning Staff.
3. The completed application and required development fees, along with all supporting documentation requested herein must be returned on or before the established submittal date and time.

Late and/or incomplete submittals will not be placed on the Heritage Preservation Commission agenda.

4. The Planning Director will schedule a public hearing with the Heritage Preservation Commission (HPC) after preparing a report and recommendation. All Site Alteration Permit applications require a public hearing. Allow at least 20-30 days from the application date to the HPC hearing. The Director will mail a notice to property owners within 350 feet of the property you plan to alter. A copy of the staff report will be mailed to the applicant on the Friday before the HPC meeting.
5. Application is reviewed by the Heritage Preservation Commission. The Heritage Preservation Commission typically meets on the fourth Tuesday of each month (or as determined by the Commission). The HPC may approve, approve with conditions, or deny an application. All findings and decisions of the HPC shall be final, subject to appeal to the City Council.

NOTES

1. Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
2. The Planning Director may require a consultant, such as a historic preservation architect, to review your application. If the Director requires a consultant's review, you must provide cash escrow to pay this fee. City staff will notify you if the Director requires a consultant.