

## APPROVAL PROCESS FOR EXTERIOR ALTERATIONS

The Heritage Preservation Commission (HPC) is pleased to assist property owners in improving commercial property in a historically appropriate manner. The following information explains the HPC's approval process for exterior alterations to properties located within the Northfield Historic District.

### **Statement of Charge**

The Northfield City Council has charged the Northfield Heritage Preservation Commission with the review of any exterior changes to buildings within or abutting the downtown Historic District.

### **Scope**

The HPC will take into consideration the size, scale, color, material, character and adjacent environment of your building when reviewing a request for modification.

### **Philosophy**

If your building is within or abutting the downtown Historic District, and you are planning modifications to the exterior of your property, the HPC encourages you to discuss the plans with the HPC prior to your application for a building permit. At this informal discussion the HPC can answer questions regarding preservation techniques, and offer advice regarding appropriate exterior modifications for your property.

A formal building review will take place at a regular scheduled meeting after a building permit has been requested and the following items have been submitted for HPC review and approval:

- A. Photographic documentation (also, if available, older/historic photographs should be submitted).
- B. Scaled elevation drawing of side(s) to be modified, indicating materials to be used.
- C. Paint chips of intended colors to be used.
- D. Narrative of work to be done and how the work relates to the historical appearance of the building.
- E. Building material or sign samples if not otherwise clearly defined.