



## Type 3 Review Procedure

Heritage Preservation Commission  
Review and Decision

### FOR OFFICE USE ONLY:

Received by: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Escrow: \_\_\_\_\_

Applicant Name:

## Land Development Application Process Selection Form

All applicants must complete a **Land Development Application**.

In addition to the Land Development Application, check only **ONE** review process per application and complete the required supplemental materials:

1. Certificate of Appropriateness (Please select ONE subcategory below)  
[See Land Development Code Section 5.5.8](#)

- (a) Modification of an existing structure with no addition  
*An architectural plan showing detailed building elevations is required.*
- (b) Addition to an existing structure  
*An architectural plan and a Site Plan are required.*
- (c) Construction of a new structure  
*An architectural plan and a Site Plan are required.*
- (d) Installation or modification of signage  
*A Signage Plan is required.*
- (e) Moving or demolition of a building



## Land Development Application

This form must be filled out completely before your application will be accepted.

### 1. Applicant

Name:

Street:

City:

State:

Zip:

Business Telephone:

Fax:

Email:

### 2. Property Identification Number (PID) for this site plan:

### 3. Property Address for this site plan:

Street:

City:

State:

Zip:

### 4. Legal Description (attach a separate document, if too long for this space):

### 5. Project Name and Project Description:

### 6. Property Owner

Same as the Applicant

Name:

Street:

City:

State:

Zip:

Business Telephone:

Fax:

Email:

### 7. Project Contact

(Architect, Designer, Engineer, Land Surveyor, or Landscape Architect, if applicable)

Name:

Role in Project:

Company:

Street:

City:

State:

Zip:

Business Telephone:

Fax:

Email:



**8. Additional Design/Engineering Professional (if applicable)**

Name: \_\_\_\_\_ Role in Project: \_\_\_\_\_  
Company: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Notice**

Review of a Land Development Application and the decision to approve, approve with modifications, or deny the application will be based on the standards and criteria found the Northfield Land Development Code. These standards and project review criteria reflect the Comprehensive Plan of the City of Northfield, and stipulate the minimum and/or maximum requirements necessary to safeguard public health, safety, aesthetics, and general welfare.

Approval of this Land Development Application does not absolve the applicant from obtaining all other applicable permits, including but not limited to, stormwater management permits, building permits, Minnesota Department of Transportation access permits, and/or other applicable permits and approvals.

***I (We) certify that I (we) have submitted all the required information to apply for approval of a Land Development Application and that the information is factual.***

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Property Owner(s)** (Note: No other signature may be substituted for the Property Owner's Signature.)

**and:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Applicant)**



## Signage Plan Requirements

See Land Development Code section 3.7 et. al.

Applicant Name:

1. Property address:

Street:

City:

State:

Zip:

2. Indicate signage type and number of each type requested (**Check all that apply**)

Pylon Sign	Number of signs
Ground Sign	Number of signs
Wall Mounted Sign	Number of signs
Projecting Sign	Number of signs
Awning Sign	Number of signs
Temporary Sign	Number of signs

3. Indicate if sign is lit or unlit:

Unit

Lit

If lit, please describe how the sign is illuminated:

4. Signage Plan to include the following information:

- Building frontage (provide total lineal footage of building front):
- Building height (provide total feet of building height):
- Lot frontage (provide total lineal footage of all frontage adjacent to right-of-way):

All applicants must include a **sign drawing** that clearly indicates:

- Location of sign on building or property
- Overall height of sign, including pylon or similar base
- Height of actual sign display
- Overall width of sign display
- Total display area of sign (both sides if applicable)
- Landscape plan, if applicable
- Color(s) of sign display area and text of sign message
- *Lettering style and method of sign attachment to building in Historic District, if applicable*