



# HLC: Minor Alterations

OFFICE USE ONLY

Petition No.

Date Received:

Reviewed By:

**Use for:** Minor alteration of or addition to a contributing site, substantial alteration of or addition to a non-contributing site, partial demolition of either a landmark site or a contributing structure; demolition of an accessory structure; and signage.

SALT LAKE CITY PLANNING

**Address of Subject Property:**

**Project Name:**

Name of Applicant:

Phone:

Address of Applicant:

E-mail Address of Applicant:

Cell/Fax:

Applicant's Interest in Subject Property:

Name of Property Owner:

Phone:

E-mail Address of Property Owner:

Cell/Fax:

County Tax ("Sidwell #"):

Zoning:

Legal Description (if different than tax parcel number):

**Please include with the application:**

*Attach additional sheets, if necessary*

- Recent and historic photographs of the subject property. Current photographs should include one of each elevation of the structure and close up images of details that are proposed to be altered.
- Written explanation of the reason for the request
- Description of the project that includes information such as:
  - Site plan with square footage of existing and proposed buildings and lot, percentage of lot coverage, all setback, landscaping, all elevations with dimensions called out on the drawings, all floor plans with major dimensions called out on the drawings, proposed materials for the exterior of the building, windows and door section drawings with information about materials and dimensions, as applicable.
- Other information as requested by Zoning Administrator.

**Notice:** Additional information may be required by the project planner to ensure adequate information is provided for staff analysis. All information submitted as part of the application may be copied and made public including professional architectural or engineering drawings which will be made available to decision makers, public and any interested party.

**File the complete application at:**

SLC Planning Division  
451 S State, Room 215  
PO Box 145471  
Salt Lake City, UT 84114-5480  
Telephone: (801) 535-7700

Signature of Property Owner \_\_\_\_\_

*Or authorized agent*

## **MINOR ALTERATIONS**

Certain types of construction or demolition may be approved administratively. They are:

- i. Minor alteration of or addition to a landmark site or contributing site;
- ii. Substantial alteration of or addition to a noncontributing site;
- iii. Partial demolition of either a landmark site or a contributing structure;
- iv. Demolition of an accessory structure.

**Review:** Applications will be reviewed and assigned to a planner each week. The application shall be reviewed according to the standards set forth in subsections G or H of section 21A.34.020 as well as Design Guidelines and Policy Document adopted by the Historic Landmark Commission. A link to the ordinance may be found at [www.slcgov.com](http://www.slcgov.com) and the Design Guidelines and Policy Document at [www.slgov.com/ced/hlc](http://www.slgov.com/ced/hlc).

### **Standards For Alteration Of A Landmark Site Or Contributing Structure:**

1. A property shall be used for its historic purpose or be used for a purpose that requires minimal change to the defining characteristics of the building and its site and environment;
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided;
3. All sites, structures and objects shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create a false sense of history or architecture are not allowed;
4. Alterations or additions that have acquired historic significance in their own right shall be retained and preserved;
5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved;
6. Deteriorated architectural features shall be repaired rather than replaced wherever feasible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other structures or objects;
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible;
8. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant cultural, historical, architectural or archaeological material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment;
9. Additions or alterations to structures and objects shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired. The new work shall be differentiated from the old and shall be compatible in massing, size, scale and architectural features to protect the historic integrity of the property and its environment;
10. Certain building materials are prohibited including the following:
  - a. Vinyl or aluminum cladding when applied directly to an original or historic material, and
  - b. Any other imitation siding material designed to look like wood siding but fabricated from an imitation material or materials;
11. Any new sign and any change in the appearance of any existing sign located on a landmark site or within the H historic preservation overlay district, which is visible from any public way or open space shall be consistent with the historic character of the landmark site or H historic preservation overlay district and shall comply with the standards outlined in part IV, [chapter 21A.46](#) of this title;
12. Additional design standards adopted by the historic landmark commission and city council.

### **Standards For Alteration Of A Noncontributing Structure:**

1. Scale And Form:

HLC: Minor Alterations and signage

- a. Height And Width: The proposed height and width shall be visually compatible with surrounding structures and streetscape;
- b. Proportion Of Principal Facades: The relationship of the width to the height of the principal elevations shall be in scale with surrounding structures and streetscape;
- c. Roof Shape: The roof shape of a structure shall be visually compatible with the surrounding structures and streetscape; and
- d. Scale Of A Structure: The size and mass of the structures shall be visually compatible with the size and mass of surrounding structure and streetscape.

2. Composition Of Principal Facades:

- a. Proportion Of Openings: The relationship of the width to the height of windows and doors of the structure shall be visually compatible with surrounding structures and streetscape;
- b. Rhythm Of Solids To Voids In Facades: The relationship of solids to voids in the facade of the structure shall be visually compatible with surrounding structures and streetscape;
- c. Rhythm Of Entrance Porch And Other Projections: The relationship of entrances and other projections to sidewalks shall be visually compatible with surrounding structures and streetscape; and
- d. Relationship Of Materials: The relationship of the color and texture of materials (other than paint color) of the facade shall be visually compatible with the predominant materials used in surrounding structures and streetscape.

3. Relationship To Street:

- a. Walls Of Continuity: Facades and site structures, such as walls, fences and landscape masses, shall, when it is characteristic of the area, form continuity along a street to ensure visual compatibility with the structures, public ways and places to which such elements are visually related;
- b. Rhythm Of Spacing And Structures On Streets: The relationship of a structure or object to the open space between it and adjoining structures or objects shall be visually compatible with the structures, objects, public ways and places to which it is visually related;
- c. Directional Expression Of Principal Elevation: A structure shall be visually compatible with the structures, public ways and places to which it is visually related in its orientation toward the street; and
- d. Streetscape Pedestrian Improvements: Streetscape and pedestrian improvements and any change in its appearance shall be compatible to the historic character of the landmark site or H historic preservation overlay district.

4. Subdivision Of Lots: The planning director shall review subdivision plats proposed for property within an H historic preservation overlay district or of a landmark site and may require changes to ensure the proposed subdivision will be compatible with the historic character of the district and/or site(s).

**Decision:** On the basis of written findings of fact, the administration may make a decision on minor alterations and that decision shall become effective at the time the decision is made. The planning director may choose to refer an application to the Historic Landmark Commission.

**Appeal Of Administrative Decision To Historic Landmark Commission:** The applicant, if aggrieved by the administrative decision, may appeal the decision to the historic landmark commission within thirty (30) days following the administrative decision.