



HISTORIC DESIGN REVIEW APPLICATION INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains how your request for a newly constructed, moved, relocated, modified, altered or improved residential or commercial structure within the Historic District of Downtown Colfax will be processed through the City Planning Department.

The following instructions provide the necessary information and procedures of Historic Design Review applications. Your cooperation with these instructions will ensure that your application will be processed in the most expeditious manner possible. If you have any questions following your review of this information sheet, please contact the Planning Division for additional information and clarification.

DOWNTOWN COLFAX HISTORIC DISTRICT

The intent and purpose of the Historic District is to ensure protection of the historic and cultural old-town character of Downtown Colfax. The historic character of Colfax is defined as being between the late 1860s through the early 1900s, providing flexibility for imaginative and efficient historic design. The Historic District (H District overlay) development standards and Historic District Design Master Plan protect this character by preserving and enhancing historic structures and sites, encouraging complementary and compatible new development, and fostering a pedestrian-oriented downtown. Planning staff consideration of your application will utilize the development standards and Design Guidelines contained in the Historic District Design Master Plan as the basis for their review.

HISTORIC DESIGN REVIEW APPLICATIONS – WHAT, HOW & WHEN

All exterior improvements to structures located within the H District which require land use or building permit approval require the submittal of a Historic Design Review application to be reviewed by Planning staff and the Planning Commission. The Planning Director may exempt some improvements from Planning Commission review, dependent upon the scope and type of improvement proposed. (For example, the Director may approve, without PC review, the replacement of windows, doors, siding, roofs and signs of the same size, colors, materials and style.) In all cases, the Planning Director must determine the level of design review for exterior improvements within the Historic District based upon a detailed description of the improvement(s) submitted to the Planning Department.

The decision by the Planning Director may be appealed to the Planning Commission within ten (10) days from the date of the decision.

FEES, FORMS, PLANS & OTHER MATERIALS REQUIRED

A complete Historic District Design Review application includes a completed application form, completed Historic District Design Guideline checklist, detailed plans, building elevations and specifications, and any supporting materials which provide Planning staff information necessary to adequately review your proposal. Application information must be in sufficient detail and accuracy to clearly support consistency with the Historic District Design Guidelines. Insufficient detail could result in an incomplete application and resulting delays in processing your application. The assistance of a design professional is highly encouraged to ensure the adequacy and accuracy of project plans and drawings.

Historic Design Review applications must, at a minimum, include the following items. Additional color, material and/or architectural feature information may be required dependent upon the scope of your project, as determined by the City Planner. For major projects, you will be contacted and asked to provide an electronic version of the entire application submittal package. Electronic files may be submitted via email (if less than 15 MB), CD, thumb drive or Dropbox.

A fee deposit is required for processing larger or more complex historic design review applications. The fee deposit is based on the actual costs of City staff time spent on processing the application and any direct costs (e.g., publication costs for the hearing notice). If the actual application costs are less than the fee deposit, the applicant will be given a refund of the unused fees at the end of the application process.

- ❖ The set fee for smaller proposals (e.g., signs and minor alterations) is \$_____.
- ❖ A list of property owners, street and mailing addresses, and assessor parcel numbers within 400' radius of the project site and addressed, stamped envelopes for each property owner.
- ❖ 400' radius map (assessor's parcel map(s) with clearly marked radius area all property owners within the 400' radius.
- ❖ A completed Land Use Application form. The record title owner(s) of the parcel(s) involved must sign the application or attach an authorization to represent statement.
- ❖ A completed Historic District Design Guideline checklist.
- ❖ Color, material and architectural feature samples: 1) wall, trim, sign background and copy *colors*; 2) siding, roof, window, deck, door, railing and sign *materials* (background and lettering); 3) exterior lighting fixtures, sign fonts, mounting brackets, gutters and perimeter wall *treatments/features*. Product brochures can be used. If material and color samples are too large to reasonably submit multiple samples, one sample of each will suffice to be presented to the Commission at the meeting.
- ❖ Plan detail – see the following checklist referencing the necessary detail to include on plans.
- ❖ Submit one full-size plan set (stapled and folded) and one reduced-size plan set with your application submittal package. After your project is assigned to a planner, you will be contacted and asked to provide additional hard copies of the plan sets as required. In

addition, the planner may request an electronic version of documents from the application submittal package (plan sets, technical studies, environmental application, letter of justification, photos, etc.). Electronic files may be submitted via email (if less than 15 MB), CD, thumb drive or Dropbox.

Required Plans

	Bldg. Elevations	Site Plan	Landscaping	Floor
Signs	X*	X*	X*	
Additions	X	X	X*	X
Alterations*	X			
New Construction	X	X	X	X

Plan Detail Requirements

Site Plan

- Property lines and dimensions
- Structure setbacks and easements
- Abutting property structure location
- Existing and proposed vegetation
- Owner name, assessor's parcel number & street address
- North arrow
- Topography (minimum 5' contour interval)
- Retaining wall/fence locations
- Trash enclosure & propane tank locations
- Decks, walks, stairs & landings
- Access & parking area locations, grades & materials

Building Elevations

- All exterior materials & colors/finishes, keyed to samples provided
- Detail of doors, windows, garage doors
- Lighting locations and detail
- Dimensions – height, width & length
- Deck, railing, stair materials and colors/ finishes, decorative detail
- Roof slopes and materials/colors
- Exposed foundation treatment
- Gutters & eaves
- Abutting structure heights

Sign Plan

- Building Elevation(s) – See above
- Materials and colors – background, trim/
- Site Plan (freestanding signs only) – See above border and copy
- Dimensions and square footages (proposed and existing)
- Fonts and graphics
- Mounting/hanging method and hardware

DESIGN GUIDELINES – CHECKLIST

The Historic District Design Guidelines are utilized by City staff and HPAC to review your proposal. The Design Guidelines include a brief history of Colfax, overview of the Guidelines, illustrations, and descriptions of the various types of architecture in Historic Downtown Colfax. The Design Guidelines are available in the Planning Division for review, sale or check out and should be consulted for additional information and clarification. The attached checklist is provided to ensure all applicable sections of the Design Guidelines are satisfied prior to submittal of an application. All sections of the Design Guidelines may not apply to your specific proposal. For example, a Historic Design Review application proposing new signage for a commercial business would consider the *Signage, Color & Tone, Construction Material, Lighting and Texture* sections of the Design Guidelines. Speak to the Planning Division to help determine which section(s) apply to your particular project.

After your project is assigned to a planner, you will be contacted and asked to provide additional hard copies of the plan sets as required. In addition, the planner may request an electronic version of documents from the application submittal package (plan sets, technical studies, environmental application, letter of justification, photos, etc.). Electronic files may be submitted via email (if less than 15 MB), CD, thumb drive or Dropbox.

HISTORIC DESIGN REVIEW APPLICATION SUBMITTAL CHECKLIST

Applicant Name: _____ Project Site APN: _____

Application Number (to be filled out by City staff) _____

Application Requirements

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

A S

- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a letter or other documentation signed by the property owner authorizing the applicant to submit the application).
- 2. Historic Design Guideline checklist (see next page).
- 3. Fee payment. Please make checks payable to the City of Colfax.
- 4. Color, material and architectural feature samples.
- 5. Plan Requirements – The following plans must be submitted with the application. The plans must be of sufficient scale to show all information clearly and must be readable and understandable. If the plans are not legible, the application will not be accepted. One full-size set of plans (stapled and folded) and one reduced-size set (11" x 17") must be submitted. The planner assigned to the project will contact you to request additional hard copies of the plan sets and electronic documents as required.
- 6. Site Plan
- 7. Floor Plan
- 8. Building Elevations
- 9. Landscape Plan
- 10. Sign Plan

Historic Design Guideline Checklist

This summary checklist is provided as an aid in developing a project which satisfies the HP District Design Guidelines – the primary document used by the City staff and HPAC to review Historic Design Review applications. Please submit this checklist with your Historic Design Review application with the sections marked applicable to your specific application. Contact the Planning Division if you need assistance in determining the applicable sections. Attach any justification or clarification in support of consistency with the following Design Guideline sections.

- Signage** – Locate signs carefully so as not to dominate the building. Conform to other signs relative to their size, scale, texture, color, design, material and location.
 - First determine sign type: flush (wall mounted), projecting or awning.
 - Pedestrian-oriented in size and shape.
 - Simple and bold, designed with old-style lettering with colors in keeping with the general historic theme.
 - Located below the overhang wherever façade canopies or marquees are used.
 - Use symbolic and historic three-dimensional signs such as barber shop poles, if possible.
 - Consolidate signs whenever possible. Consider a directory where more than one business is located in a single building.
 - Freestanding signs: located in landscaped areas and placed so as not to duplicate size and location of similar signs in the immediate area.
 - Lighting is integrated into the sign design.

- Color & Tone** – Colors and tones should be consistent and compliment those already established. The goal is to achieve a complimentary blend of background colors combined with selected and limited use of primary and focal colors.
 - Use colors in tasteful harmony.
 - Avoid jarring contrasts.
 - Use soft tones on large expanses which are compatible with neighboring colors.
 - Reserve sharper colors for accent.
 - Leave natural masonry colors unpainted where feasible.
 - Use muted colors rather than strong, bright colors.

- Construction Material** – Emphasize traditional construction materials and techniques.
 - Historically correct building and construction methods and applications. Restore the original appearance whenever possible.
 - Incorporate the use of material combinations that presently exist within the building and/or area.
 - Use historic milling and production processes so these traditional materials will not lose their authenticity.
 - Utilize traditional construction materials such as bricks and mortar, wood clapboard or shingles, concrete, local rock and fieldstone, wood sash and doors, cast iron columns and pediments, galvanized sheet metal, and log cabin construction.
 - Avoid non-historic materials such as large expanses of glass and shiny milled metals.

Lighting – Provide functional lighting that is in harmony with surrounding lighting and does not attract unnecessary attention to any one feature or building.

- Use indirect lighting whenever possible. Hide the light source from direct view.
- Use traditional materials in fixtures: baked enamel or porcelain and oxidized copper or cast iron.
- Use anodized aluminum, steel or wood for light standards.
- Use lighting to provide dramatic visual effects and charm.
- Provide street lighting as a primary light source.
- Fixtures should be simple in form.
- Keep individual building lights secondary. The lighting of individual buildings should not detract from the primary lighting system which provides street and walkway illumination.
- Avoid producing lighting chaos and energy waste.

Texture – Emphasize, contrast or conform with the textures existing within the neighboring area.

- Use rough textures to project a “rustic” or frontier image. Use smooth textures to communicate detail and refinement.
- Use smooth textures as backgrounds for more contrasting detail.
- Use repetition of textures to produce a strong and subtle cohesiveness among structures of the period.
- Use textures to link a structure to its surroundings.
- Avoid use of fine-textured materials that dominate the design.
- Avoid use of shiny materials such as steel and aluminum and large plate glass windows.

Building Height – Relate the height of the structure to the height of the surrounding structures.

- Vary building heights to enhance visual impact, but maintain harmonious building relationships by incorporating compatible building heights with existing building heights.

Building Proportions – Building proportions should be in harmony with one another. Maintain relationships with surrounding building proportions.

- Break up larger building masses into smaller units of scale.

Building Projections – Feature architectural projections where appropriate similar to that which currently exist. Respect and incorporate existing patterns of detailed design features into new or improved structures.

- Avoid flat and monotonous facades.
- Incorporate compatible architectural projections where none exist.

Roofs – Maintain harmony of roof and parapet forms.

- Maintain general consistency in roof pitch and shape. Avoid introducing dramatically new and different parapet designs and radical changes in roof pitch or shape. Encourage gabled, hip and flat roofs, or of other types of roofs with historic precedence.
- Maintain general consistency in architectural treatment of parapets. Do not overemphasize a contrast in either feature which could destroy the harmony of architectural styles.

- Use roof materials that were typical of the historic era and area.
 - Paint roof framing and flashing to match the roofing materials.
- Building Canopies** – Provide building canopies in scale with the building and which provide continuity between nearby canopies.
- Use a single-story canopy along major street frontages.
 - Provide continuity between adjacent canopies in their height and bulk.
 - Inset canopy supports from curb a sufficient distance to prevent damage from automobile bumpers.
 - Make canopy materials consistent with those set forth under the *Design Theme Preference* section.
- Architectural Details** – Use architectural details to enhance the overall effect of historic Colfax architectural forms based on construction techniques and materials common to the later 1880s through the early 1900s.
- Use brick, wood siding or plaster over wood, concrete, or stone for building exteriors.
 - Use wood sash effect windows and door detailing with small-paned glass windows set in lead or wood-look mullions.
 - Use wood doorway detailing with timber or wood lintels.
 - Use wood, stone or metal corbels.
- Windows** – Identify, retain and preserve the functional and decorative features of windows as an important factor in the overall historic character of buildings.
- Use traditional materials and applications.
 - Utilize historic milling and construction processes and the use of original materials if possible.
 - Avoid large expanses of glass where they have not existed as part of the original building design.
 - Replace the original historic design of a structure and use original materials if possible.
 - Use wood-look sash windows and door details. Use grids to achieve the look of small-paned glass windows where appropriate.
 - Blend exterior window frame finish with building and trim colors.
 - Incorporate such features as frames, sash mullions, muntins, glazing, sills, heads, hood molds, paneled or decorated jambs and moldings, and interior and exterior shutters and blinds.
 - Avoid removing or changing important, defining window design which change the overall historic character of the building.
- Landscaping** – Use hardy plant materials to accent buildings, pedestrian areas and parking facilities, and to provide shade. Plants should either accent a feature or be a mini-green belt in the historic area.
- Use plant varieties that will survive in cold weather and under snow loads.
 - Plant trees adjacent to parking areas.
 - Use plants to separate parking areas from buildings, walkways and rights-of-way.
 - Plant trees and shrubs in pedestrian areas and in recessed sidewalk planting spaces.
 - Plant herbaceous shrubs, annuals and native plants in planter boxes that are framed in natural wood or stone.
 - Incorporate existing native landscaping into the final landscape.

- Plant a balanced ratio of evergreen and deciduous plants.
- Use the placement of plant materials to establish a balanced relationship to buildings on and off-site. Height and mass should not overpower nor be understated.
- Fencing** – Compliment instead of detract from historic buildings and sites. Relate the design of fencing, gates, retaining walls and similar features to building architecture and site topography.
 - Incorporate a proportional balance between buildings and fencing.
 - Use historic materials including natural rock, slumpstone, textured block, brick, wood, railroad ties, log, barnwood, wrought iron and cast iron.
 - Fencing color should accent or blend with buildings on the site. Appropriate fence styles: lattice, picket, balustrade, post and rail, split rail, grapestake, tongue and groove, and shingle.
 - Screen all exterior trash and storage enclosures from view incorporating a design compatible with the architecture of the main building and a similar palette of colors and materials.
 - Fencing texture, height and visibility should help define the historic character of the site.
 - Avoid non-historic metals, including chain-link, hardware cloth, barbed wire, glass, and acrylics.

Applicant Signature: _____

I certify that I have completed and have included all material checked above in the attached application submittal.

