



Case Number: \_\_\_\_\_

Date: \_\_\_\_\_

Fee: \_\_\_\_\_

## EDINA HERITAGE LANDMARK

Planning Department

4801 West Fiftieth Street \* Edina, MN 55424 \* (952) 826-0462 FAX (952) 826-0389

Application for : CERTIFICATE OF APPROPRIATENESS

FEE: \$600.00

\$1,200.00 New House

Property Address: \_\_\_\_\_

### APPLICANT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### PROPERTY OWNER:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Legal Description Of Property: \_\_\_\_\_

Zoning: \_\_\_\_\_ P.I.D.#: \_\_\_\_\_

Explanation Of Request \_\_\_\_\_

(Use Reverse Side Or Additional Pages If Necessary)

Is A Variance Required:  Yes  No

Architect Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Surveyor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner's Signature (Date)

Applicant's Signature (Date)



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## EDINA HERITAGE PRESERVATION BOARD

### COUNTRY CLUB DISTRICT

### CERTIFICATE OF APPROPRIATENESS

#### **OPTIONAL MEETING:**

**Sketch Plan Review:** Prior to filing a complete application (no application fee is required), an applicant may request to meet with the HPB for an informal exchange for the HPB to review the basic concept of a proposed project and to offer suggestions to the applicant which might be of assistance in resolving problems or meeting requirements during final consideration. In this manner, the HPB may provide preliminary, non-binding guidance on the suitability of the project with a minimum burden of expense on the applicant. Such consultation shall bind neither the applicant nor the HPB, and statements made by HPB members shall not form a basis for invalidating any subsequent action taken. Materials presented for this discussion should include site plans, drawings, photographs or other sufficient information to allow for a meaningful understanding of the intended conceptual design. Sketch Plan Review does not require formal notice to neighboring properties, but must take place only at regular (formal) meetings of the HPB and is subject to available time on the agenda.

Note – An opinion of the Board does not constitute an approval of the proposed project.

For further information, or to schedule a meeting, contact Joyce Repya, Associate Planner at 952-826-0462, or [Jrepya@ci.edina.mn.us](mailto:Jrepya@ci.edina.mn.us).

## EDINA HERITAGE PRESERVATION BOARD

### **CERTIFICATE OF APPROPRIATENESS APPLICATION COUNTRY CLUB DISTRICT NEW HOME**

#### **REQUIREMENTS & PROCESS**

A Certificate of Appropriateness (“COA”) is required prior to granting a permit for demolition, moving a building and new construction within the Edina Country Club Historic District. The following summary is intended to illuminate the COA process and to reflect the minimum documentation required from applicants. Each case is specific; the Heritage Preservation HPB (“HPB”) may require further information and documentation from the applicant in addition to those items listed below prior to approval of a COA. Additional information regarding the COA application and review process may be obtained from Planning Department staff and the City website. Applicants should expect to work closely with the Associate Planner specializing in heritage preservation matters throughout the COA process.

#### **REQUIREMENTS**

**Application:** Applications are submitted to the Planning Department. Offices are open Monday through Friday, 8 AM to 4:30 PM. The deadline for submissions is a minimum of three weeks prior to the HPB monthly meeting considering the application. The application will be placed on the HPB agenda for formal review and public comment at its regular monthly meeting. (The regular meeting of the HPB is on the 2<sup>nd</sup> Tuesday of the month at 7:00 p.m. Meeting dates and application deadlines can be obtained from the Planning Department.) The City will send notices to neighboring property owners and other appropriate parties, as determined by the City.

**Detailed Application Requirements:** All of the following items must be included with this application. An incomplete application will not be accepted.

- \_\_\_ Application fee (non-refundable) Make check payable to “City of Edina”  
\$1,200.00 - Non-heritage resource properties  
\$600.00 - Heritage Resource properties. (If not redesignated, process ends.)  
\$600.00 - If redesignated to NON-heritage resource, process continues.
- \_\_\_ **Two (2) large** scaleable copies ¼” = 1’; **one (1)** electronic copy, and **one (1) 11X17** copy of the following drawings or plans:
  - \_\_\_ Registered survey showing existing and proposed structures, lot lines, existing and proposed grade, pertinent dimensions, and lot coverage.
  - \_\_\_ Aerial photograph of the site (minimum 1:32 scale) or scaled drawing, with the location of all existing buildings, structures and other improvements, driveways, parking areas, sidewalks, landscape features and other defining physical features of the subject property and any neighboring structures within 50 feet of the property lines clearly identified.
  - \_\_\_ Landscape plan and schedule in accordance with Subsection 850.10.

- \_\_\_ Elevation drawings of all new buildings or additions and enlargements to existing buildings including a description of existing and proposed exterior building materials.
- \_\_\_ Exterior scale front façade elevation of the proposed work and the immediately adjacent neighboring homes, accurately depicting the grade, roof and eave lines of neighboring structures in relation to the grade, roof and eave lines of the proposed work, driveway locations and the distances between the structures.
- \_\_\_ Digital photographs of the existing structures on the property and neighboring properties, including:
  - \_\_\_ Front or main façade, as viewed from the public right of way.
  - \_\_\_ Adjacent neighboring structures, photographed in such a way that shows the relationship of these structures to the structure in question, as viewed from the public right of way.
  - \_\_\_ Adjacent neighboring structures, as viewed from the rear yard of the subject property.
- \_\_\_ Streetscape photographs depicting the existing home and the other properties on both sides of the street on the same block (for context). (These need not be in 8"x10" format.)
- \_\_\_ Building material sample board that shows the type of building materials that will be used on the building exterior, including the selection of colors.

**Design Review Guidelines:** The HPB's review of the COA application will be based on the Design Review Guidelines detailed in the Plan of Treatment for the District, the Secretary of the Interior's Standards for the Treatment of Historic Properties, the Comprehensive Heritage Preservation Plan, and the heritage landmark preservation study of the District. The general aim of the guidelines for new construction is to encourage visual compatibility of the project with the historic architectural significance and visual character of the district.

## **PROCESS**

**Heritage Preservation Resources:** Any building, site, structure or object that has been so designated by the Heritage Preservation Board on the basis of its historic associations or historic architectural qualities which add to the significance of the District as a whole. In addition, any home constructed in the Country Club District from 1924 to 1944 is identified in the Plan of Treatment as Heritage Preservation Resources. An updated inventory of heritage preservation resources in the Country Club District is maintained by the Planning Department.

**No Certificate of Appropriateness will be approved for the demolition, in whole or in part, of any heritage preservation resource in the District unless the applicant can show that the subject property a) is not a heritage preservation resource, OR b) no longer contributes to the historical significance of the District because its historic integrity has been compromised by deterioration, damage or by inappropriate additions or alterations.**

Prior to any review of a COA application for demolition or removal of a Heritage Preservation Resource, the HPB will accept evidence and documentation supporting an applicant's claim that a property is not a Heritage Preservation Resource at a regular monthly meeting; the applicant

will be charged a \$200 fee. If the HPB determines the property is not a Heritage Preservation Resource, the applicant may then move forward with an application for a COA.

**COA Application Review Meetings:** Because of the significant potential impact new construction can have on the historic character of the District, and to allow adequate time for public comment and review of the initial submitted plan and any subsequent revisions, **a COA application for demolition, removal and new home construction in the District requires at least two mandatory public meetings, held during the HPB's regular monthly meeting times at least one month apart.** (This does not include the meeting required to redesignate a heritage resource property to non-heritage resource.)

**First COA Review Meeting:** The HPB will consider a) plans and supporting materials presented by the applicant, b) staff report and recommendation, c) public comment. The HPB may request additional information from the applicant and staff at the second meeting, and will clearly identify any concerns or conditions that must be met prior to the second public meeting or final approval.

During the meeting, the applicant or an appointed representative of the applicant will be asked to summarize the project, present any samples or other materials, and answer questions. Any representative of the applicant should be qualified to answer questions or the application may be delayed. The applications for demolition and new construction are reviewed by the HPB simultaneously. In some complicated cases, the HPB may decide that a site visit is required to fully consider the proposal. Site visits are made outside of the normal meeting time, at a time determined during the public meeting.

**Second COA Review Meeting:** If it finds the application meets the requirements and review standards, the HPB may grant approval of the COA at this meeting. All plans must be complete and in final form, including dimensions and selected building materials.

Once the application has been reviewed and questions have been answered, a vote will be taken. All motions and business of the HPB are carried by majority vote. The following actions may be taken:

- Approved as presented; grant the COA.
- Approved with modifications and/or conditions.
- Continuation or tabling of an application. In cases where insufficient information is provided, or if the applicant and the HPB agree to continue the case, the application process may be continued to a future named date; if both parties do not agree to the continuance, then the HPB must act by approving or denying the proposal.
- Denial of the application.

**Appeals:** Any party aggrieved by a decision of the HPB may appeal by filing a written appeal with the City Clerk no later than ten days after the decision of the HPB. If no appeal is filed, the right of appeal shall be deemed waived and the decision of the HPB will be final. The City Council will hear and decide all appeals in the manner provided by City Code.

**NOTE: Any changes to the plans approved for the Certificate of Appropriateness (COA) will require a new COA application. The changes from the approved plan must be specifically listed by the builder or architect in that application.**

**OPTIONAL MEETING:**

**Sketch Plan Review:** Prior to filing a complete application (no application fee is required), an applicant may request to meet with the HPB for an informal exchange for the HPB to review the basic concept of a proposed project and to offer suggestions to the applicant which might be of assistance in resolving problems or meeting requirements during final consideration. In this manner, the HPB may provide preliminary, non-binding guidance on the suitability of the project with a minimum burden of expense on the applicant. Such consultation shall bind neither the applicant nor the HPB, and statements made by HPB members shall not form a basis for invalidating any subsequent action taken. Materials presented for this discussion should include site plans, drawings, photographs or other sufficient information to allow for a meaningful understanding of the intended conceptual design. Sketch Plan Review does not require formal notice to neighboring properties, but must take place only at regular (formal) meetings of the HPB and is subject to available time on the agenda.

**EDINA HERITAGE PRESERVATION BOARD  
CERTIFICATE OF APPROPRIATENESS  
COUNTRY CLUB DISTRICT**

**CHANGES TO STREET FACING FACADES**

**REQUIREMENTS:**

- \_\_\_\_\_ **A meeting with the City Planner**
- \_\_\_\_\_ **Completed Application and \$600.00 Fee**
- \_\_\_\_\_ **Exterior elevation of entire facade detailing proposed work,  
drawn to scale 1/4" = 1' scale on 11" x 17" paper (multiple sheets)**
- \_\_\_\_\_ **Include an inventory of materials to be used**
- \_\_\_\_\_ **One set of plans 1/4" scale in an electronic PDF file**
- \_\_\_\_\_ **A narrative explaining the proposed project, zeroing in on how  
the proposal meets the recommended design guidelines\***
- \_\_\_\_\_ **Current survey of property identifying change if applicable**

\* Design guidelines can be found in the Country Club District's Plan of Treatment.

A complete application package must be received by 4:30 p.m. on the deadline date to be heard at the next Heritage Preservation Board meeting.

**PROCESS:**

**Prior to the Meeting -**

Upon receipt of a complete application package, a notice will be mailed to adjacent and abutting property owners advising them of the requested COA, and inviting them to view the plans at City Hall.

The Planning Department will send a staff report with recommended action to the applicant as well as members of the Heritage Preservation Board on the Friday before the meeting. Heritage Preservation Board members will visit the property to better familiarize themselves with the proposed project.

**Heritage Preservation Board Meeting – 2<sup>nd</sup> Tuesday of Month at 7:00 p.m. -**

- The staff report with recommended action will be presented.
- The applicant will have an opportunity to elaborate on their project and address questions.

- Members of the public will have an opportunity to ask questions and/or comment on the project.
- The Heritage Preservation Board will ask questions, make comments and vote whether or not to approve the project.
- Plans submitted with the application should be considered final. Any changes to the plan presented at the meeting could delay the process.

The vote is final\*\*. If approved, a Certificate of Appropriateness will be issued and the applicant may proceed with the building permit process. Any changes to the approved plan must come back to the Heritage Preservation Board for a new Certificate of Appropriateness.

\*\* There is a 10 day appeal period whereby a decision of the Board may be appealed to the City Council.

**Note:** Applicants (or a representative) are strongly encouraged to attend the Heritage Preservation Board Meeting when the request for a Certificate of Appropriateness is considered.

**EDINA HERITAGE PRESERVATION BOARD  
CERTIFICATE OF APPROPRIATENESS  
COUNTRY CLUB DISTRICT**

**NEW DETACHED GARAGE**

**REQUIREMENTS:**

- \_\_\_\_\_ **A meeting with the City Planner**
- \_\_\_\_\_ **Completed Application and \$600.00 Fee**
- \_\_\_\_\_ **1 full set of exterior elevations detailing proposed work drawn to scale, 1/4" = 1'. Include an inventory of materials to be used.**
- \_\_\_\_\_ **One set of plans 1/4" scale on 11" x 17" paper (multiple sheets)**
- \_\_\_\_\_ **One set of plans 1/4" scale in an electronic PDF file**
- \_\_\_\_\_ **A survey of the property including proposed structure, lot coverage, and grading information.**
- \_\_\_\_\_ **Photos of surrounding detached garages used for height comparisons, detailing the heights of the structures.**
- \_\_\_\_\_ **A narrative explaining the proposed project, zeroing in on how the proposal meets the recommended design guidelines\*.**

**\* Design guidelines can be found in the Country Club District's Plan of Treatment.**

A complete application package must be received by 4:30 p.m. on the deadline date to be heard at the next Heritage Preservation Board meeting.

**PROCESS:**

**Prior to the Meeting -**

Upon receipt of a complete application package, a notice will be mailed to adjacent and abutting property owners advising them of the requested COA, and inviting them to view the plans at City Hall.

The Planning Department will send a staff report with recommended action to the applicant as well as members of the Heritage Preservation Board on the Friday before the meeting. Heritage Preservation Board members will visit the property to better familiarize themselves with the proposed project.

**Heritage Preservation Board Meeting – 2<sup>nd</sup> Tuesday of Month at 7:00 p.m. -**

- The staff report with recommended action will be presented.
- The applicant will have an opportunity to elaborate on their project and address questions - time limit 10 minutes.
- Members of the public will have an opportunity to ask questions and/or comment on the project – time limit per speaker - 3 minutes.
- The Heritage Preservation Board will ask questions, make comments and vote whether or not to approve the project.
- Plans submitted with the application should be considered final. Any changes to the plans presented at the meeting could delay the process.

The vote is final\*\*. If approved, a Certificate of Appropriateness will be issued and the applicant may proceed with the building permit process.

\*\* There is a 10 day appeal period whereby a decision of the Board may be appealed to the City Council.

**Note:** Applicants (or a representative) must attend the Heritage Preservation Board meeting when the request for a Certificate of Appropriateness is considered.