

CITY OF DOUGLAS Downtown Douglas Historic District Site Alteration Application & Process

The City of Douglas, by ordinance, requires all construction and modifications to buildings within the overlay zoning district of the Downtown Douglas Historic District, and those properties facing the District, to be subject to compliance review, prior to approval of a building permit. The review process aids property owners in working with the City to maintain the historic character of the district.

Reviews are required for the following types of work:

- Changes to architectural details, including windows, doors, cornices and all other exterior alterations;
- The addition or removal of awnings, exterior shutters, canopies, and similar appurtenances;
- The application of exterior materials of a different kind, type or texture than those already in use, including painting of currently unpainted surfaces;
- The addition or alteration of signs;
- The construction of a new building or an accessory structure;
- Any addition to or alteration of an existing structure which increases the square footage in the structure, or otherwise alters its size, height, contour, or outline;
- Changes that alter a structure's architectural style;
- Alterations to a roofline; or
- Demolition in whole or in part.

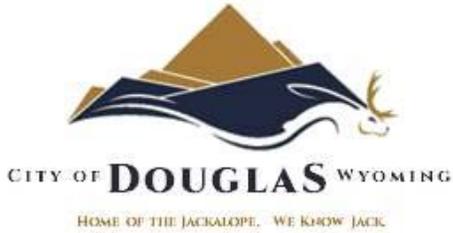
Please note that building permits are not required for some of these types of alterations, but a review is still mandatory.

In order to review and evaluate the request for a Site Alteration, the following materials must be submitted:

- Completed and signed Site Alteration Application request;
- Detailed plans that may include a property site plan;
- Current photographs of the property;
- Design details (such as catalog cuts and material samples); and
- Building elevation drawings, where appropriate.

Upon receipt of the completed request, the Community Development Director will refer the request to the Downtown Douglas Historic District Review Panel for consideration.

No work may begin until the Downtown Douglas Historic District Review Panel has issued their findings and recommendations to the City Building Official, and the Building Official has issued a ruling, which may include issuance of a building permit.



CITY OF DOUGLAS
Downtown Douglas Historic District
Site Alteration Application

Property Address: _____

Subdivision: _____ Block: _____ Lot: _____

Property Owner(s): _____

Address: _____

Phone: _____ Email: _____

The proposed work includes (check all of the boxes that apply):

- Addition or alteration of an existing designated building that increases its square footage or otherwise alters its size, height, contour, or outline.
- Construction of a new building or accessory structure.
- Demolition in whole or in part.
- Changes to architectural details and elements that alter a building's architectural style.
- Application of exterior siding materials of a different kind, type, or texture than those already in use.
- Application of roofing materials of a different kind, type, or texture than those already in use.
- Installation of new windows.
- Addition or removal of awnings, exterior shutters, canopies, signs, and similar appurtenances.
- Alterations to the roof line/
- Other (specify): _____

Notice: The Applicant will not initiate work until a Site Alteration Request has been approved, and all other necessary zoning and building permits have been obtained.

I hereby acknowledge the above and agree to comply with the City of Douglas Municipal Code.

 Signature of Property Owner

 Date

For Office Use Only	
Date Request Submitted: _____	
Date of Review Panel Examination: _____	
Review Panel Decision: _____	
Date of Building Official Review: _____	
Building Official Decision: _____	