



108 E. Proctor Street, Carson City, NV 89701

Phone: (775) 887-2180

Email: planning@carsoncity.gov

SUBMITTAL PACKET – Email completed packet to planning@carsoncity.gov or submit one unbound original and a CD or USB drive with complete application in PDF:

- Application Form
- Detailed Written Project Description
- Site Plan
- Building Elevations
- Spec Sheet(s) on Proposed Building Materials

Note: Submittals must be of sufficient clarity and detail for all departments to adequately review the request. Additional information may be required.

PROJECT INFORMATION

PROJECT'S ASSESSOR PARCEL NUMBER(S):

STREET ADDRESS:

Describe in detail the work to be performed requiring Historic Resources Commission review and approval. If necessary, attach additional sheets.

Will the project involve demolition or relocation of any structure within or into the Historic District? ☐ Yes ☐ No If Yes, please describe:

APPLICANT	PHONE #
MAILING ADDRESS, CITY, STATE, ZIP	
EMAIL ADDRESS	
PROPERTY OWNER	PHONE #
MAILING ADDRESS, CITY, STATE, ZIP	
EMAIL ADDRESS	
APPLICANT AGENT/REPRESENTATIVE	PHONE #
MAILING ADDRESS, CITY, STATE, ZIP	
EMAIL ADDRESS	

Owner's Signature

Applicant's/Agent's Signature

Owner's Printed Name

Applicant's/Agent's Printed Name

HISTORIC RESOURCES COMMISSION APPLICATION CHECKLIST

I. SITE PLAN (suggested scale not more than 1" = 40 ft.)

To include, but not limited to, the locations, designation, and dimensions of the following, including indication if new or existing:

- New and existing building structures including:
 - Distances from property lines and building size indicated by dimensions or square footage.
 - Distances between buildings shall be indicated on the plot plan.
 - Clearly label existing and proposed structures.
 - Show a north point arrow and plot plan scale.
- Driveways, walkways and off-street parking areas, including:
 - indication of surface materials
 - dimensions of aisles and spaces
- Property lines, dimensions
- Setback, easement and right-of-way lines
- Stairways, ramps (if new: include surfacing materials, dimensions)
- Fences and walls
- Sign locations with an indication of distance from sidewalks, curbs, driveways, buildings
- Light posts/standards
- Existing trees, landscaping to remain and to be removed
- Proposed landscaping (Complete landscaping requirements, guidelines and applications are available at the Planning Division - Required for all office and commercial projects.)

II. BUILDING ELEVATIONS

Building elevations of all sides of the proposed structure(s) (suggested scale of not less than 1/4" = 1 ft) showing:

- Foundation height and materials
- Finished floor elevation above ground level
- Walls:
 - siding: type, profile shape and dimensions, finish, and texture
 - trim dimensions including all eave and frieze board widths
 - location, shape and size of wall vents, including trim dimensions
 - cornices
- Windows:
 - type (double hung, casement, awning or fixed)
 - material (wood, wood clad, metal)
 - manufacturer
 - window dimensions
 - pane configuration (example: two panes over four)
 - sills (dimensions)
 - trim, including caps, decorative treatments, trim dimensions (and details as necessary)
 - other exterior window treatments (i.e., shutters, window boxes, awnings)
 - storm windows
- Doors:
 - style/design
 - material
 - trim material and dimensions
 - sidelights
 - catalog cuts (if possible)
 - also, garage doors

- Roof:
 - roof line (including height of eave lines from finished grade)
 - roof pitch/slope
 - roof overhang widths
 - roofing materials (type and color)
 - skylights
 - vents, chimneys, stacks
 - exposed mechanical systems (such as air condition units)
- Dormers, including:
 - roof slope, overhang width, etc.
 - siding material
 - window information
 - trim dimensions
- Porches, Balconies:
 - floor height above grade (if a porch)
 - railings, balustrades, newel posts (including dimensions, materials and details as necessary)
 - beams (size and height above porch floor elevation)
 - posts, columns, pillars, including dimensions and any special treatments such as turnings, caps, post ornamentation, fret brackets, fret work, trim; provide details as necessary
 - post spacing (from post center to post center)
 - moldings and trim
- Protruding Bays
 - roofing information
 - roof slope + pitch
 - window information
 - siding information
- Stairways, Rampways
 - railings, balustrades, newel posts (dimensions, materials, and details as needed)
 - surface materials of stairs, ramps
 - ramp slopes
- Fences, Walls
 - material and material dimensions (including posts, rails, facing material, decorative fretwork, etc.)
 - height
 - length (show on site plan)
 - post spacing
 - thickness (if wall)
 - lighting
- Arbors, trellises, gazebos
- Signs, wall plaques, window graphics
 - material to be used and material dimensions, including post dimensions, post caps, sign board
 - size and height and ground clearance
 - shape
 - color
 - lettering and lettering size
 - location (show on site plan if not on building)
 - illumination
 - material samples
- Sections as required to illustrate proposed construction more clearly (suggested scale of not less than 1/4"). Items may include but may not be limited to the following:
 - porches, balconies
 - gable ends
 - eaves
 - cornices

- Detail drawings as required to illustrate proposed construction more clearly (suggested scale not less than ½ inch). See above for suggested items.
- Manufacturer's catalog data and/or samples keyed to drawings

III. RESTORATION, RENOVATION, RECONSTRUCTION AND ADDITIONS TO EXISTING STRUCTURES

Provide same information as above, but also include photographs showing existing building elevations, special building details, or any other information the applicant feels is important to further explain the project.

IV. MOVING OF A STRUCTURE ONTO A PROPERTY

- Provide same information as above, but also provide photographs of all existing building elevations.

V. DEMOLITION OR REMOVAL OF A STRUCTURE TO ANOTHER LOCATION

- Provide photographs of the building; if structure is to be moved, provide address of new location. (Carson City Municipal Code Section 18.06.075 outlines procedures for action by the Historic Resources Committee on demolition of historic structures.)