



**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](mailto: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.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>APPLICANT</b>	PHONE #
MAILING ADDRESS, CITY, STATE, ZIP	
EMAIL ADDRESS	
<b>PROPERTY OWNER</b>	PHONE #
MAILING ADDRESS, CITY, STATE, ZIP	
EMAIL ADDRESS	
<b>APPLICANT AGENT/REPRESENTATIVE</b>	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  $\frac{1}{2}$  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.)