Proposal for Alterations for Preservation Utah Easement Properties

Easement Property Address

Owner Info
Name ________________________________
Email ________________________________
Telephone ____________________________

Architect / Contractor Info
Name ________________________________
Email ________________________________
Telephone ____________________________

Brief Description of Proposed Change

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How to Submit
Email this form and supporting info to: david@preservationutah.org. Whenever possible, email the supporting documents in PDF format and photos in jpeg digital format. Preservation Utah does not return documents or photographs submitted, so please be sure to make copies for your records.

What supporting information should I include?
The property owner should submit the following information about his/her proposed project as applicable:

1. Detailed drawings of proposed changes. Preservation Utah reserves the right to require architectural drawings when necessary.
2. Site plan sketch showing the impact of the proposed alterations on the site.
3. List of building materials.
4. Sample materials or product literature, if appropriate or requested.
5. Construction timetable.
6. Photos of project area.
7. Indications of whether you intend to utilize state or federal historic rehabilitation tax credits.

When must I submit this information?
It is imperative that easement property owners obtain the approval of the Preservation Utah Historic Properties Committee before beginning work on their project. The Historic Properties Committee meets once a month. To have your project considered at a regularly monthly meeting, you should submit the information listed above two weeks prior to the scheduled meeting date. This will allow time for staff to review the information and request any additional materials the Historic Properties Committee will need to make a decision about your project. Please contact the Preservation Utah office for a schedule of Historic Properties Committee meetings. Exceptions to this schedule will be made for emergency situations which pose an immediate threat to the property.
What criteria does the Preservation Utah Historic Properties Committee use to evaluate proposed alterations?
The Historic Properties Committee evaluates all proposed alterations according to the specific stipulations in the easement document for the property and the most recent Secretary of the Interior’s Standards for Rehabilitation. The Standards are a nationally recognized and widely used tool for ensuring that alterations do not jeopardize the historic integrity of a building. A copy of the Standards is available at [www.nps.gov/history/hps/tps/tax/rhb/stand.htm](http://www.nps.gov/history/hps/tps/tax/rhb/stand.htm) for you to refer to when planning any project which impacts the exterior of your building. If you do not have a copy of the preservation easement for your property, we will be happy to send you one.

How does the Preservation Utah Historic Properties Committee apply these criteria?
The Historic Properties Committee tightly adheres to the specific stipulations in each easement document. It strictly applies the Secretary of the Interior’s Standards for Rehabilitation to proposed alterations involving character defining features of a property and those areas of the property visible from public ways. The committee may allow more flexibility in altering non-character defining or non-historic features in areas not visible to the public.

When will I be notified of the Preservation Utah Historic Properties Committee’s decision regarding my project?
The property owner will be notified in writing of the Historic Properties Committee’s decision within two weeks of the meeting at which the project was reviewed.

What follow-up documentation is required?
At the completion of a project approved by the Historic Properties Committee, the property owner must submit photos to the committee documenting that the project was completed according to the approved plans.

Is there anyone else I need to contact about my project?
If you live within a local historic district, you should contact your city historic preservation or landmark commission. Local historic districts often have regulations governing the kinds of alterations which can be made to historic buildings in their boundaries. The Salt Lake City Historic Landmarks Commission can be reached at (801) 535-7757. If you wish to apply for federal or state historic rehabilitation tax credits, consult with the State Historic Preservation Office before beginning your project. The State Historic Preservation Office is part of the State Division of History and can be reached at (801) 533-3500.

What happens if I don’t get prior approval?
In the event an easement property owner makes an alteration to the exterior of his/her property without Preservation Utah approval, the easement documents empower Preservation Utah to pursue a variety of legal measures to rectify the violation, including:

1. Requiring the restoration of the property to its condition prior to the violation.
2. Entering the property, correcting the violation, and holding the owner liable for the costs.
3. Recovering damages for the violation for the purpose of restoring the property.

If you have questions about the alteration review process, please contact David Amott, Preservation Programs Director, at (801) 533-0858 ext. 103 or david@preservationutah.org.