



Alteration Review Process for Easement Properties

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 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 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.

What information must I submit to the Historic Properties Committee or staff to have my plans reviewed?

The owner of an easement property should submit the following information about their proposed project:

1. Contact details (property address; owner name, email and phone; architect/contractor name, email and phone);
2. Detailed drawings of proposed changes (Preservation Utah reserves the right to require architectural drawings when necessary);
3. Site plan sketch showing the impact of the proposed alterations on the site;
4. List of building materials;
5. Sample materials or product literature, if appropriate or requested;
6. Construction timetable;
7. Photos of the project area;
8. Indications of whether you intend to utilize state or federal historic rehabilitation tax credits.

Information is accepted via email (photos and drawings must be clearly scanned). Contact information is included below. Documents should be in PDF format and photos in .jpg or .png format. Preservation Utah does not return documents or photographs submitted, so please be sure to make copies for your records.

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When must I submit this information?

It is imperative that easement property owners obtain the approval of the Historic Properties Committee *before beginning work* on their project. The Historic Properties Committee meets quarterly. To have your project considered at a regular 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.

When will I be notified of the 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. Please consult your municipality to inquire as to whether your historic property falls under any local ordinances or requires

additional review. If you wish to apply for federal or state historic rehabilitation tax credits, consult with the Utah Division of State History's Preservation Office before beginning your project. They can be reached at (801) 533-3500 or <https://history.utah.gov/shpo/financial-incentives/>

In the event an easement property owner makes an alteration to the exterior of their 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; and
- 3) recovering damages for the violation for the purpose of restoring the property.

For questions about the alteration review process:

Contact: Robyn Taylor-Granda
Historic Properties Program Manager
(801) 533-0858
historicproperties@preservationutah.org

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