

**City of Taylors Falls
Site Alteration Permit Application**

Property Address: _____ City Block/Lot _____
Property Owner(s): _____

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 (such as garage)
- 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 which will substantially cover one or more sides of the building
- 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, and similar appurtenances
- Cleaning of brick or other masonry materials
- Alterations to the roof line
- Other (specify): _____

NOTICE

The Applicant will not initiate work until a Site Alteration Permit has been issued and will obtain all other applicable zoning and building permits.

I hereby acknowledge the above and agree to comply with the City of Taylors Falls and State of Minnesota codes and ordinances.

Signature of Property Owner and Applicant

For Office Use Only

Site Alteration Permit Number _____ Date Issued _____
Date Completed Site alteration Permit Application Received _____
Date of Taylors Falls HPC Review _____

City of Taylors Falls Site Alteration Permit Application Process

The City of Taylors Falls, by ordinance, requires Site Alteration Permits for work done on designated Heritage Preservation Sites and properties within a designated Heritage Preservation Historic District. The Site Alteration Permit review process helps property owners to work with the Heritage Preservation Commission (HPC) to maintain the historic character of designated properties.

Site Alteration Permits are required for the following types of work:

- Changes to architectural details, including windows and other related 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 which will substantially cover one or more sides of the structure – both roofing and siding;
- The addition or alteration of signs;
- The construction of a new building or 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;
- Cleaning of brick or other masonry materials;
- Alterations to a roof line; and
- Demolition in whole or in part.

Please note that some of these types of alterations do not require a City of Taylors Falls building permit or zoning permit. However, if such permits are required, they may not be issued until the HPC reviews the site alteration permit application.

In order to review and evaluate the request for a Site Alteration Permit, the following materials must be submitted. Some of these materials are also required by the Zoning Administrator for the processing of zoning and building permits. The HPC will review and provide findings on a Site Alteration Permit application within 60 days.

Please submit:

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

Upon receipt of a complete application, the Zoning Administrator will refer the application to the Heritage Preservation Commission for review.

**NO WORK SHOULD TAKE PLACE UNTIL THE
SITE ALTERATION PERMIT HAS BEEN ISSUED.**