



HISTORIC PRESERVATION BUILDING PERMIT FEE WAIVER POLICIES

Building Permit fee waivers for Loveland Historic Landmark properties are offered by the City of Loveland as an incentive to owners in the maintenance, upkeep, and improvement of historic properties.

The following policies are adopted by the Historic Preservation Commission to implement Section 15.56.160 of the Loveland Municipal Code which provides, in part:

- A. An owner of a property that has been designated as a landmark or an owner of a contributing property in a historic district may apply for the following economic incentives for the restoration or rehabilitation of that property:
 1. Refund* of City building permit fees for exterior restoration, preservation, and rehabilitation. The Commission shall develop a format for establishing projected costs, rules of the restoration, preservation, or rehabilitation in order that such refund of fees is equitable.

* Refunds will be processed as a fee waiver upon approval of a building permit for exterior restoration, preservation, or rehabilitation of properties designated as Loveland Historic Landmark properties.

An approved Historic Landmark Alteration Certificate is required before application to the Building Department for a permit and before work is commenced.

ELIGIBLE APPLICANTS

- Eligible applicants include owners and/or contractors of residential, investment, commercial, or industrial properties designated as a landmark or a contributing property in a designated historic district on the Loveland Historic Register as of the date of Landmark Alteration Certificate Application.

ELIGIBLE FEE WAIVERS

- Waivers are for the building permit fees for exterior restoration, preservation, and rehabilitation only; applicants must pay all other applicable fees and any applicable city, county or state construction materials use or sales taxes.
- Building permit fees eligible for a waiver may include plan check fees, structural building permit fees, electrical permit fees, mechanical permit fees, and plumbing permit fees (not all such fees may be applicable to all projects).

ELIGIBLE PROJECTS

- Waivers are only applicable for **exterior** work that requires a building permit. If the project for which a permit is required includes both exterior *and* interior work, a separate permit will be required for exterior work in order to apply for the building permit fee waiver.

- Projects must fall within the definitions of restoration, preservation, or rehabilitation, as defined by the U.S. Secretary of the Interior (see below).
- Work must comply with the Loveland Historic Residential Design Guidelines and/or the criteria set forth in Section 15.56.110 of the Loveland Municipal Code.
- Work can be for the following, provided such work is exterior in nature: routine maintenance and repair; life safety projects, and those bringing building systems into compliance with current building and/or zoning codes, and; rehabilitation and restoration projects.
 - Qualifying exterior project examples (where building permit is required):
 - Re-roofing
 - Rehab/repair of existing historic details such as doors, windows, mouldings, door hoods, brackets, and rafter tails.*
 - Siding repair and replacement.*
 - Rehab/repair of existing historic detached garages
 - Rehab/repair of existing historic carports
 - Rehab/repair of existing historic sheds
 - Rehab/repair of existing historic porches

*(if historically appropriate materials are used and in accordance with the Secretary of the Interior’s Standards).
- New construction is eligible if the work is undertaken to keep the property viable and does not exceed 10% of the building footprint’s square footage.
 - Examples: an addition to a house for accessibility; reconstruction of a historic porch.

INELIGIBLE PROJECTS

- Projects that do not meet the U.S. Secretary of the Interior’s Standards, the Historic Residential Design Guidelines, or the criteria set forth in Section 15.56.110 of the Loveland Municipal Code.
- New construction or improvement of new accessory structures, such as sheds and garages.
- New construction that is not for the purpose of keeping the property viable or adequately maintained.
- Projects commenced without proper City of Loveland or Historic Preservation Commission approval (e.g. without approval of an application for building permit fee waiver, a building permit, or a Landmark Alteration Certificate).

PROCEDURES (see flow chart)

- Owners must apply for a Landmark Alteration Certificate prior to submitting a building permit application. The Landmark Alteration Certificate must include the request for a building permit fee waiver.
 - Applications will be reviewed by staff and two members of the Historic Preservation Commission within 15 days to determine if the alteration would have a significant impact upon or be potentially detrimental to the Historic Landmark or Historic District.
 - Determination of No Significant Impact – the Landmark Alteration Certificate is issued.
 - Determination of Significant Impact – referred to a public hearing with the Historic Preservation Commission.
 - Decisions of the Commission will be considered final unless appealed to Council within 10 days of the Commission’s decision.
 - Approval of a Landmark Alteration Certificate shall constitute approval of an accompanying request for a building permit fee waiver.

- Following the approval of a Landmark Alteration Certificate application and request for a building permit fee waiver, the owner or contractor must apply for a building permit. *All applications must include a copy of the Landmark Alteration Certificate.*
 - A fee waiver for building permit fees will be issued upon approval of the building permit.
 - Issuance of a building permit is subject to all provisions of the Loveland Municipal Code and other rules, regulations, and requirements of the City.
 - An approved building permit issued by the City's Building division must be picked up and all fees not subject to the building permit fee waiver must be paid within 90 days after notification that the permit application has been approved. If not picked up within 90 days, the building permit expires and an application for reissuance may be required.
 - Building permits for residential projects expire one year from the date of issuance, non-residential permits expire 18 months from the date of issuance, and all final inspections must be requested prior to expiration.
 - Historic Preservation Staff will ensure that upon final inspection all work is in accordance with the approved Landmark Alteration Certificate before the building official's office will issue a Certificate of Occupancy or Letter of Completion.
 - No Certificate of Occupancy or Letter of Completion will be issued if the work performed was not approved by the Historic Preservation Commission.
 - In addition, any unauthorized alterations will result in a one-year moratorium on all building permits, revocation of the building permit fee waiver, and may also result in rescission of the historic landmark designation.

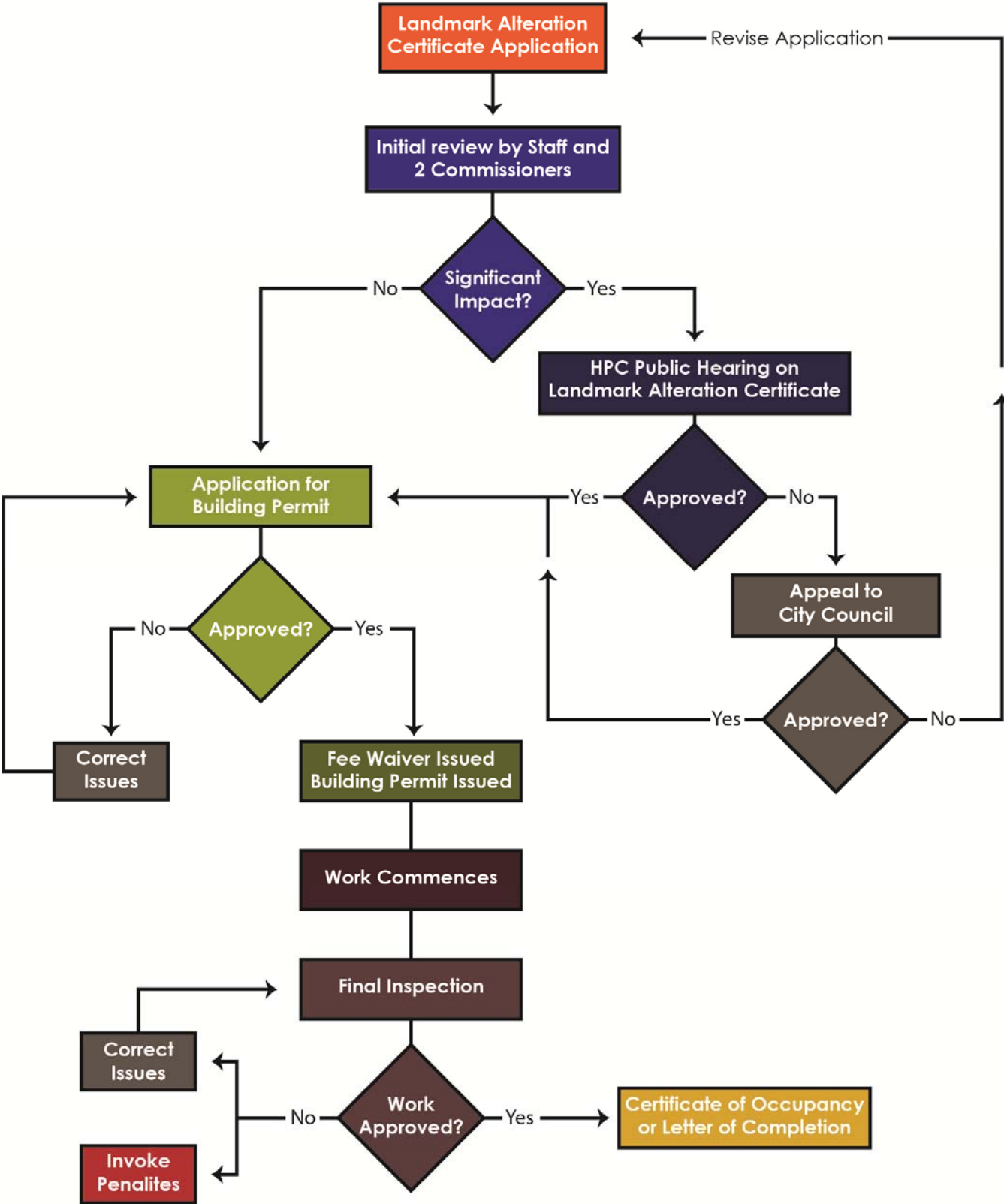
U.S. SECRETARY OF THE INTERIOR DEFINITIONS

Restoration is the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Preservation is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Rehabilitation is the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

BUILDING PERMIT FEE WAIVER PROCESS



Fee Waiver Request and Certification

Historic Preservation Building Permit Fee Waiver

BUILDING PERMIT FEE WAIVER – Request and Certification

A fee waiver will be processed upon approval of a building permit for exterior restoration, preservation, or rehabilitation of properties designated as Loveland Historic Landmark properties.

An approved Historic Landmark Alteration Certificate is required before application to the Building Department for a permit and before work is commenced.

REQUESTOR INFORMATION

Historic Landmark Property Address:

| | | | |
|--|-------------------------|------------|--------------------|
| Interest in Property/ Building (<i>check one</i>) | Owner | Contractor | Architect/Engineer |
| | Other (please explain): | | |
| Requestor | Name: | Address: | |
| | Phone: | City: | |
| | Email: | Zip: | |

ACKNOWLEDGMENT

I hereby certify that I have read and understand the Historic Preservation Building Permit Fee Refund Policies and pledge to act in accordance with the policies and procedures, including performing all work in accordance with the approved Landmark Alteration Certificate, the *U.S. Secretary of the Interior's Standards* and the criteria set forth in Section 15.56.110 of the Loveland Municipal Code including the Historic Residential Design Guidelines, if applicable.

Signature of Owner OR Owner's Representative

Date of Submittal

CITY USE ONLY

Date Landmark Alteration Certificate Approved:

Work Eligible for Fee Waiver:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Historic Preservation Planning Staff Approval

Date of Approval

