



**HISTORIC PRESERVATION COMMISSION**

**REQUEST FOR PRE-APPLICATION MEETING**

**Applicant:** \_\_\_\_\_  
\*If applicant is not owner, an agent authorization form must be submitted

**Date Request Received:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**E-911 Address at Project Site:** \_\_\_\_\_

**Parcel ID Number:** 05- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ . \_\_\_\_\_

**Architect:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Historic Designation of Structure or Site:** (Check if structure or site has one or more of the following designations):

- ☐ **Has a Baldwin County Historic Development Commission Historic Marker**
- ☐ **On the National Register of Historic Places,**
- ☐ **On the Alabama Register of Landmarks and Heritage**

**Classification of Work:** (see "Design Review Guidelines" Appendix for General Guidelines)

- ☐ **Routine Maintenance**
- ☐ **Minor Work**
- ☐ **Major Work**

**Proposed Work**

**Description of Work:**

- ☐ **New Construction** \_\_\_\_\_
- ☐ **Repairs/Renovation** \_\_\_\_\_
- ☐ **Addition to Building(s)** \_\_\_\_\_
- ☐ **Building Relocation** \_\_\_\_\_
- ☐ **Roofing** \_\_\_\_\_
- ☐ **Landscaping** \_\_\_\_\_
- ☐ **Other** \_\_\_\_\_
- ☐ **Comments** \_\_\_\_\_

**Proposed Demolition or Relocation    Description of work**

- **Building Relocation** \_\_\_\_\_
- **Building Demolition** \_\_\_\_\_
- **Comments** \_\_\_\_\_  
\_\_\_\_\_

**Recommended Attachments to Application:**

- **Detailed “Site Plan”** (Scale: 1 inch = 10 feet)
- **Floor Plan of Building(s) with Dimensions** (Scale: ¼ inch = 1 foot)
- **Elevation Views of Building(s) – Photographs for Addition to Building(s), Repairs/Renovations, Building Relocation, and Building Demolition**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Pre-Application Meeting – Date of Meeting:** \_\_\_\_\_

**Persons present:** \_\_\_\_\_ **Representative of:** \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Discussion Items:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Notes by:** \_\_\_\_\_ **HPC Member**

\_\_\_\_\_ **HPC Member**

\_\_\_\_\_ **HPC Member**