

**Monte Vista Historic Preservation Commission
Permit Application**

Checklist of Historic Preservation Commission Permit Application

Please complete application process in the order listed below:

- ❑ Three (3) drawings of proposed work (to scale)
- ❑ Brief narrative description of the project (all exterior work including window styles, awning style and placement).
- ❑ Picture(s) of areas to be renovated or enhanced.
- ❑ One (1) original completed Historic Preservation Permit.
- ❑ See Community Development Staff for minor or major status.
- ❑ City Building and/or Sign Permit (if applicable).
- ❑ Color/material samples.
- ❑ Required signatures (Signature of owner is required, if applicant is not the owner and letter of authorization by owner).
- ❑ Meet with the MVHPC Board to review application.
- ❑ The Monte Vista Historic Preservation Commission will recommend approval, adjustments or disapproval to the City Council – request is subject to approval by the City Council.

(insert Historic Preservation Document)

Signature of Applicant **Date**

Signature of Owner **Date**

**Return to:
City of Monte Vista
Community Development Department
4 Chico Camino
Monte Vista, CO 81144
Phone: 719-852-2692**

Approval must be obtained prior to work being commenced.