



Applicability

All properties included on the local, state or national historic registers, as well as those located within a historic district, are subject to **Historic Review**. In Hutchinson, three National Register Historic Districts were adopted in 2003:

- Downtown Core North
- Downtown Core South
- Houston Whiteside Residential District

Any proposed work that requires a Building Permit—including fencing, siding, roofing, signage, etc.—in designated districts *or* on individually listed properties is subject to **Historic Review** for conformance with the *Secretary of Interior's Standards for Rehabilitation*.

Cost Comparison Tool

If you own a historic home or a historic commercial building, you can use our cost comparison tools to estimate what it would cost to repair or replace your siding, windows, flooring, porch, and other features using historic materials versus modern materials. Please visit our website at www.hutchgov.com/planning and click the Historic Preservation menu to get started.



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2018 Historic Review Process and Information Requirements for Properties Individually Designated or in Historic Districts

Historic Reviews

There are two types of Historic Reviews. Administrative Review projects include smaller projects that do not change the look, size or materials from those that are existing. This could include reroofs, replacement of windows with the same style or installation of small accessory structures.

Landmarks Commission Review projects involve more expansive work or new construction. This could include large additions or replacement of existing historic features with non-matching materials. Contact the City of Hutchinson Planning & Development Department for a determination on your project type.

State tax credits are available if projects meet certain criteria. Ask the Planning and Development Department for details. If a project is being considered for State tax credits, the project will be reviewed by the Kansas State Historic Preservation Office.

All Historic Reviews follow the *Secretary of the Interior's Standards for Rehabilitation*.



Administrative Review

Administrative reviews are performed by City staff. Applicants should allow a **minimum of three days** for Historic Review of minor projects, provided that all required submittal materials are included at the time of application. Incomplete applications cannot be reviewed.

Submittal Requirements

- Photograph(s) of existing structure prior to performing the work.
- Architectural drawing (elevation) of proposed work to be performed, if needed.
- Site plan (if structure is to be expanded or new construction is involved).
- List and examples of existing materials and proposed materials to be used.

Landmarks Commission Review

The City of Hutchinson's Landmarks Commission performs Historic Reviews for major projects. Applications are received on an ongoing basis and Historic Reviews are scheduled for the next available Landmarks Commission meeting. Applicants should allow **three to four weeks** for processing, provided that all required submittal materials are included at the time of application. All applications will be reviewed by the Design Review Committee before Historic Review by the Landmarks Commission.

Submittal Requirements

- Architectural drawing (elevation) of proposed work to be performed.
- Site or sketch plan (if structure is to be expanded or new construction is involved).
- Floor plan or building outline.
- Description of existing building materials.
- List and examples of proposed materials to be used.
- Written statement of changes.
- Photographs of all portions of the existing structure proposed for change.

