



Application Summary



WHAT IS A CERTIFICATE OF APPROPRIATENESS?

A certificate of appropriateness from the Historical Resources Commission (HRC) is required in order to modify a historic resource listed on the City Register of Historic Places or located within the boundaries of a local historic district. This includes alterations, demolitions, and new construction. A certificate is only issued if the HRC determines the proposal meets applicable criteria.

WHAT IS THE PROCESS AND HOW LONG WILL IT TAKE?

Applications are accepted on the second and fourth Monday of each month. A review for completeness will be conducted within three days of the application submittal. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in [RMC 18.07.304\(d\)\(7\)](#).



[CLICK HERE FOR APPLICATION FEES](#)

APPLICATION CHECKLIST

Applicants must provide all forms, documents, information, and materials listed in the checklist below in digital format. The submission packets must be in the same order as the checklist. Review materials and check the boxes within the column on the left-hand side of the page to confirm submission.



TYPICALLY REVIEWED WITHIN 60-120 DAYS



ACCEPTED ON THE 2ND AND 4TH MONDAY

A.1	Master Application
A.2	Owner's Affidavit and Applicant's Affidavit
A.3	Application Forms
B.1	Project Narrative – submit a written description of the request that includes project details
B.2	Findings Analysis (see RMC 18.07.304(d)(7) for legal findings)
B.3	Mitigation Plan (see RMC 18.07.303(b)(4) for mitigation plan requirements)
B.4	Vicinity Map – 8.5" x 11" map showing surrounding parcels including the subject site
B.5	Site Plan (see site plan submittal guide) – all project applications should include a basic site plan showing property lines, parking and parking calculations, building footprint, and proposed tenant space. A more detailed plan is only required if site improvements are proposed or are necessary to mitigate the impacts of a proposed alteration or new construction.
B.6	Preliminary Landscape Plan (see landscape plan submittal guide) – may be necessary if landscaping is proposed or required to mitigate impacts of a proposed alteration or new construction. Must be submitted in color.
B.7	Building Elevations – must include material callouts, color callouts, and window and door details where applicable.



B.8	Material and Color Samples
B.9	Photographs – high resolution (300+ dpi) TIFF format photographs of all sides of each structure on the property, and any character-defining features that contribute to the significance of the property
B.10	Supporting Information – any other plans, renderings, product specification sheets, or other documents necessary to justify the proposed findings
SUBMITTAL GUIDELINES	
If submitting in-person, submit one USB drive with all completed forms, materials, reports, and supplemental information	
If submitting online, create an account on the permitting portal at OneNV.us and submit through the online form	
Payment of application fees is required within three days of the application being accepted	

CERTIFICATE OF APPROPRIATENESS FINDINGS ANALYSIS

Findings are the legal justification for a body's decision on an application. A complete analysis of these findings and criteria is required from the applicant at the time of application submittal. Detailed explanation of each finding can be found within [RMC 18.07.304\(d\)\(7\)](#).

Provide a written response addressing how the proposed request is in conformance with the following findings.

ALL CERTIFICATE OF APPROPRIATENESS APPLICATIONS SHALL MEET THE FOLLOWING FINDINGS.

In reviewing a certificate of appropriateness, the HRC shall take into account the historic or architectural significance of the structure under consideration, the exterior form and appearance of any proposed additions or modifications to that structure, as well as the effect of such change or additions upon other structures in the vicinity and shall make findings related to the following standards, which are based upon the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation:

- 1) The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural feature shall be avoided, when possible.
- 2) All buildings, structures, and sites shall be recognized as products of their own time. There are no alterations with no historical basis in the resource's significance proposed.
- 3) Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right. The proposed project recognizes and respects the significance of historically significant changes that may have taken place over the life of the historic resource.
- 4) The proposed project treats the distinctive stylistic features or examples of skilled craftsmanship that characterize the building, structure, or site with sensitivity.
- 5) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material shall match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features is based on accurate duplication of features, substantiated by historic, physical, or pictorial evidence, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- 6) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials are not proposed.
- 7) Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.
- 8) Proposed contemporary alterations and/or additions do not destroy significant historical, architectural or cultural material, and the design of such alterations and/or additions are compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.



Item A.3: Application Forms

The applicant or duly authorized agent of the applicant requests that the City of Reno approve modifications to the historic resource described herein.

PROJECT ANALYSIS

1. City Register ID	Provide the City of Reno Historic Register number for this resource (i.e. CHR76-00001). _____
2. Exemption Analysis	<p>Are any of the following improvements proposed? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> a) Interior modifications. b) Maintenance or repair that does not result in any substantial modifications, structural changes, additions, or change in materials. c) Landscape or hardscape, unless expressly outlined in the listing as a significant historic feature. d) Any alteration, construction, restoration, reconstruction, or partial demolition necessary to prevent an imminent threat of life and safety or to temporarily preserve the integrity of the building as authorized by the Administrator. e) _____ <p>Furthermore, are any of the following improvements proposed? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> a) Exterior modifications that result in a like for like replacement both in material and dimensional characteristics. b) Exterior modifications that do not result in any structural changes or additions to the listed resources or do not modify any significant features listed in the property listing. c) Exterior modifications to any non-contributing structure within a local historic district. Modifications to non-contributing structures shall be complimentary in mass, scale, and use of material to surrounding historic structures within the district. d) Any application deemed to have no significant impact by the HRC subcommittee per subsection 18.07.304(d).

If yes to either, this application is not required. Proceed with submitting all other required permits.

Improvements involving historic resources that fall outside of these exemption criteria will require a certificate of appropriateness.



PROJECT DETAILS

Adjacent Properties	Northern Land Use & Zoning	
	Eastern Land Use & Zoning	
	Southern Land Use & Zoning	
	Western Land Use & Zoning	

