



Instructions and Application for a Permit and Certificate of Approval in a Historic Preservation District

The historic preservation districts of the Amana Colonies were established to preserve the physical heritage of this National Historic Landmark. To further that objective, regulations were established to ensure that the physical integrity of the historic structures be maintained or restored.

Please contact the Amana Colonies Land Use District (ACLUD) at 319-622-3840 or aclud@southslope.net for further details.

PERMIT:

Most construction or renovation work on any property in a Historic Preservation district requires a zoning permit. Examples are work on roofs, windows, siding, entrances, additions, and new construction on the property.

MATERIALS:

The preferred material for siding on frame houses is cedar. While the preferred siding treatment is to allow the cedar to weather naturally, staining or painting of siding is permitted within a specified range of colors.

The preferred material for windows is wood.

DESIGN GUIDELINES:

Some specific design and construction guidelines were adopted by ACLUD on May 12, 1986 and are found in Chapter 31.36 of the Land Use District Ordinances (pages 134-142 of the Ordinances found online at www.aclud.org).

Construction and alterations that conform to these guidelines usually are routinely approved. Proposed changes that do not conform require closer review by the Historic Preservation Commission to obtain a Certificate of Approval and a Permit.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions, and adjacent or related new construction, shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property, and its environment, would be unimpaired.

The definition of “rehabilitation” assumes that as least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alteration must not damage or destroy materials, features or finishes that are important in defining the building’s historic character.

SOURCES OF TECHNICAL INFORMATION:

When considering renovation or alteration of historic property, the property owner may find the following sources helpful. They provide information on distinguishing features of Amana architecture and provide lists of types and sources for construction materials.

- ACLUD Historic Architectural Guidelines (available at www.aclud.org or at the ACLUD office.)
- “A Conservation Handbook for Amana Villages” by Land and Community Associates, 1977. (available at www.aclud.org, the Amana Heritage Society, and at the ACLUD office.)
- The Amana Heritage Society Collections: Historic Building Inventory and Historic Building Photograph Collection.
- Preservation Briefs from the National Trust for Historic Preservation (available at <https://www.nps.gov/tps/how-to-preserve/briefs.htm>).

PERMIT PROCESS:

To obtain a permit, you must submit the attached application, the required fee, AND

- a **Site plan** illustrating the proposed improvements in relation to the lot and its structures (e.g. the location of a proposed driveway, garage, or fence); and
- **Elevation Drawings** illustrating the proposed design of a new structure or the proposed changes to the appearance of an existing structure (e.g. the siding, size shape and locations of windows and doors, roof pitch); and
- **Detail drawings or product cut-sheets** illustrating the design, size, and proportions of altered or new structures and the proposed materials of altered or new structures.
- **Photographs** of the current component/structure

Complete applications must be submitted at least one week before a Historic Preservation Commission meeting.

The application will be reviewed by the Historic Preservation Commission (HPC) at their meeting, usually held on the fourth Monday of each month. **It is important that you attend this meeting as the HPC may have questions regarding the project or may ask for additional information.** Failure to appear could result in a delay in acting on the application.

When the HPC is ready to act, it will recommend to the Board of Trustees either approval or disapproval of the application. Recommendations for approval may include specific stipulations.

The application then moves to the Board of Trustees of the Amana Colonies Land Use District, which also meets monthly, currently on the second Monday of the month. **Again, it is important for the applicant to attend this meeting and to answer questions from the Board.**

The Board of Trustees will review the recommendation of the HPC and conduct any further inquiries that it deems necessary. The Board will approve or deny the application. If approved, the Board will issue a Certificate of Approval directing the Administrator to issue the Zoning Permit, with any stipulations noted on the permit.

For further Information and Questions:

There are additional requirements regarding demolition of any historic structure. Contact the ACLUD Administrator at 319-622-3840 or aclud@southslope.net for details, or for further information regarding design and construction guidelines.

Amana Colonies Land Use District Fee Schedule

Application/Request for:	Application Fee
Accessory use or structure, additions (<\$1,000)	\$25
Accessory use or structure, additions (>\$1,000)	\$40
Garage construction	\$50
Residential Structure:	
Single family and residential	\$150
Each unit over 2	\$25 per unit
Non-residential use or structure:	
2,000 sq. ft. or less	\$100
over 2,000 sq. ft.	\$150
Demolition permit:	
Historic district	\$100
non-historic district	\$20
Remodeling, alterations, repair (no change in use, occupancy or dimensions)	\$25
Home occupation permit	\$25
Sign permit (per sign)	\$30
Fence Permit	\$25
Site Plan Review (development, expansion, change in use of commercial/industrial property)	\$150
Request for variance, rezoning or special exception	\$150
Preliminary Plat fees	\$150
Final Plat fee	\$150
Copies (each)	\$0.25
Special Meeting Fees	
Board of Trustees	\$150
Historic Preservation Commission	\$75
Board of Adjustment	\$150

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AMANA COLONIES LAND USE DISTRICT

BOX 66 AMANA, IOWA 52203 PHONE: 319-622-3840

Application No. _____ Date _____

HISTORIC DISTRICT - APPLICATION FOR PERMIT AND CERTIFICATE OF APPROVAL

Please type or print legibly in ink.

Property owner(s): _____ Phone: _____

Mailing Address: _____

E-mail: _____

Applicant/Agent: _____ Phone: _____

Mailing Address: _____

E-Mail: _____

Property address: _____ Zoning District: HP- _____

Legal Description (parcel ID# or lot/block number): _____

Description of proposed project (use additional pages as needed)

Components involved (Check all that apply)

Exterior Cladding: Painting
 New siding
 Masonry restoration
 Other

Doors: New Opening and Door
 Replace Existing Door
 Modify Size of Door

Windows: New Opening and Window
 Replace existing Window
 Modify size/type of Window

Roof/Eaves: Reroof existing
 Gutters/Downspouts

Include opening size, pane sizes and pane configuration below

Other items: (If work will be visible from the exterior of the structure, and it is not included in the above list, please describe.)

Separately describe each job to be performed on the exterior of the structure and/or property.

1a. What is being done? **1b.** What materials are being used **1c.** What changes in appearance will there be?

2a. What is being done? **2b.** What materials are being used **2c.** What changes in appearance will there be?

3a. What is being done? **3b.** What materials are being used **3c.** What changes in appearance will there be?

4a. What is being done? **4b.** What materials are being used **4c.** What changes in appearance will there be?

5a. What is being done? **5b.** What materials are being used **5c.** What changes in appearance will there be?

6a. What is being done? **6b.** What materials are being used **6c.** What changes in appearance will there be?

ATTACH ADDITIONAL SHEETS IF NECESSARY

(application continues on next page)

CERTIFICATION:

I/We, the undersigned, do hereby certify/acknowledge that:

1. The information submitted herein is true and correct to the best of my/our knowledge and that upon submittal becomes public record;
2. Fees are not refundable and payment does not guarantee approval; and
3. All additional required written and graphic materials are attached.

Owner: _____ Date: _____

Agent: _____ Date: _____

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For Administrator's Use Only

_____ *Site Plan required, reviewed by Administrator on _____ and findings attached.*

Administrator Action: _____ *Approved* _____ *Denied on* _____

HPC Action: _____ *Approved* _____ *Denied on* _____

Trustee Action: _____ *Approved* _____ *Denied on* _____

Certificate of Zoning Compliance issued? _____

Fee of \$ _____ *received on* _____ *by ACLUD Administrator*