



HISTORIC RELOCATION

Information Sheet and Checklist

Application submittal checklist:

- Complete and signed Application**
- Payment of \$100 Application Fee**
- Title Commitment** – Dated no more than 30 days from submittal date
- Written statement/graphics** – Provide a written statement addressing how the proposed relocation addresses the applicable review standards (Town of Berthoud municipal code section 30-9-111 6.)
- Site Plan of new location**–
The plan should include the following items:
 - Applicant's name
 - Date
 - New property address or parcel number
 - North arrow
 - Graphic scale
 - Dimensions of building's footprint and distances to all property lines
 - Location of existing and proposed structures
 - Location of existing landscaping, parking areas, and utilities
- Digital photos showing the existing exterior of the structure on all sides** –
Date the photos and indicate the view the photo was taken from

Other documentation as may be required by the Town staff for full and complete consideration of this application.