RUPERT HISTORIC DISTRICT
Development Work Permit
Application Forms

Welcome to the Rupert Historic District. The buildings in the city center and around the square are listed on the National Register of Historic Places. The City of Rupert is actively working to improve and maintain the historic appearance of our buildings.

Any changes, additions, alterations, etc. to the exterior of your building, including but not limited to signs, painting, changes of exterior features, painted window decorations, banners, etc. must be approved by the Historic Preservation Commission. Also included are any interior alterations that are visible from the outside. A “Development Work Permit/Certificate of Appropriateness” must be issued prior to performing any work.

The Historical Preservation Commission meets the first Thursday of each month at 7:00 P.M. upstairs in the City Hall conference room. If needed, the Commission can meet on the third Thursday. For further information please call:

City Economic Development Coordinator, 436-9600.
Chair of the Commission, Sharalee S. Clawson 436-0297.
APPLICATION CHECK LIST
FOR A DEVELOPMENT WORK PERMIT

All of the following documents must be completed and presented to the Rupert Historical Preservation Commission before the "Development Work Permit/Certificate of Appropriateness" can be issued.

1. The "Development Work Permit Application" completely filled out.
2. Two copies of detailed plans of your building, drawn to scale, showing dimensions and all proposed changes. See the example at the bottom of this page.
3. Colored photographs showing affected area of your property.
4. The original "Affidavit of Legal Interest" must be signed by the building owner and notarized if you are renting the building.
5. A map of the Rupert Historic District showing the location of your business.
6. A copy of any Permit or Variance required.

Please be sure to include all the items on this list to avoid any unnecessary delays.

As stated in Idaho Code, Chapter 46, Section 67-4608, the "Development Work Permit/Certificate of Appropriateness" issued by the Rupert Historic Preservation Commission must be obtained prior to proceeding with any work.
City of Rupert
Historic Preservation Commission
Development Work Permit Application

Applicant __________________________ Owner ______ Purchaser ______ Lessee ______
Address:
Street ___________________________________________________________
City __________ State ______ Zip ______ Phone _______________________

Owner/Representative:
Street ___________________________________________________________
City __________ State ______ Zip ______ Phone _______________________

Contact person (if different from above): __________________________ Phone _______________________

Legal description of the property within the City of Rupert Historic District:
Block No. __________ Lot No. __________

Street Address and current name of the historic property for which this Development Work Permit is requested:
________________________________________________________________________
________________________________________________________________________

Describe how the property is now being used:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Will there be a change in use of the building? If so please describe the new intended use.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Plans for the work to be done: Describe the exterior changes alterations and major maintenance being proposed to the building. This includes, but is not limited to, repair or replacement of signs, painting, landscaping and interior work visible through the windows.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Describe the reasons for this work to be done:
________________________________________________________________________
________________________________________________________________________
In accordance with City Ordinance No. 815, Section 7, this application form, consisting of three pages, and the following submittals are required.

1. Detailed plans, to scale, showing all proposed changes: 2 copies.
2. Colored photographs showing the current condition of the property and the area of the building and surrounding areas that will be affected by the proposed changes.
3. An original notarized Affidavit of Legal Interest.
4. Vicinity map showing the location of the property.
5. A copy of any permit or variance required.

Note: When this application has been submitted it will be reviewed in order to determine compliance with application requirements. A hearing date will be scheduled only after an application has been accepted as complete.

The work contemplated in this application may require approval of the City of Rupert, Building Department and/or the Minidoka County and City Planning and Zoning Department.

No work may begin prior to approval by the Commission.

Applicant: ______________________ Date: ________________

 (Signature)

I concur with the provisions of this application.

Owner: ______________________ Date: ________________

 (Signature)

Please submit this application to:
The City of Rupert
Attention: Historic Preservation Commission Chair
624 F Street, P. O. Box 426
Rupert, Idaho 83350
(208) 436-9600
AFFIDAVIT OF LEGAL INTEREST

STATE OF IDAHO )
 ) ss
COUNTY OF MINIDOKA)

I, ______________________________, ______________________________,
(Name) (Address)
being first duly sworn upon oath, deposite and say:

__________________________________  __________________________
(City) (State)

1. That I am the record owner of the property described on the attached, and I grant
my permission to

__________________________________  __________________________
(Name) (Address)

to submit the accompanying application pertaining to that property.

2. I agree to indemnify, defend and hold the City of Rupert and it’s employees harmless
from any claim or liability resulting from any dispute as to the statements contained
herein or as to the ownership of the property which is the subject of the application.

Dated this ____________ day of ______________________, 20___.

________________________________
(Signature)

SUBSCRIBED AND SWORN to before me the day and year first above written.

______________________________
Notary Public for Idaho
Residing at

My Commission Expires: ______________________