

PARK CITY MUNICIPAL CORPORATION  
PLANNING DEPARTMENT  
445 MARSAC AVE ° PO BOX 1480  
PARK CITY, UT 84060  
(435) 615-5060



(08-09)

# PHYSICAL CONDITION REPORT

For use with the *Historic District/Site Design Review Application*

*For Office Use Only*

PROJECT PLANNER \_\_\_\_\_ APPLICATION # \_\_\_\_\_  
DATE RECEIVED \_\_\_\_\_

### PROJECT INFORMATION

HISTORIC SITE?  NO  YES:  LANDMARK  SIGNIFICANT DISTRICT: \_\_\_\_\_  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TAX ID #: \_\_\_\_\_ OR  
SUBDIVISION: \_\_\_\_\_ OR  
SURVEY: \_\_\_\_\_ LOT #: \_\_\_\_\_ BLOCK #: \_\_\_\_\_

### CONTACT INFORMATION

NAME: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### Instructions for Completing the PHYSICAL CONDITION REPORT

The purpose of the PHYSICAL CONDITION REPORT is to document the existing conditions of the site, its buildings and structures. All sites, historic or otherwise, that are the subject of a Historic District/Site Design Review application are required to complete a PHYSICAL CONDITION REPORT. This form should be completed and submitted to the Planning Department prior to your Pre-Application Conference.

### WRITTEN DESCRIPTION

The features listed below, if extant on your site, must be described in full. If the scope of your project is limited (window replacement, porch rehabilitation, etc.) describe only those elements directly impacted by your proposal and write "not applicable" in other sections. Descriptions should be concise and detailed and should include materials, dimensions, present condition, and approximate date (if known). If your descriptions require additional space, please attach a continuation sheet OR you may create a separate document by restating each numbered item followed by your full response. Documentation from a licensed professional must be submitted to support claims regarding severely deteriorated or defective conditions.

### PHOTOGRAPHS

Digital photographs must be included with this report. Specifications and a template for organizing and labeling photographs are provided on the last page of this report.

If you have questions regarding the requirements for completing the PHYSICAL CONDITION REPORT, please contact a member of the Park City Planning Staff at (435) 615-5060.

## SITE FEATURES

**A.1. TOPOGRAPHY** - Describe the topography of the site, including any unusual conditions.

Describe the existing feature(s) and condition:

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**A.2. LANDSCAPING** - Describe the natural and/or planted materials, paths, decks, patios or other elements that are part of the existing landscaping scheme, including approximate dates.

Describe existing feature(s) and condition:

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**A.3. RETAINING WALL(S)** - Describe any functional or decorative walls on the site, including approximate dates of construction.

Describe the existing feature(s) and condition:

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**A.4. EXTERIOR STEPS** - Describe any exterior steps on the property including location, dimensions, materials, and approximate dates of construction.

Describe the existing feature(s) and condition:

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**A.5. FENCE(S)** - Describe any fences on the property including location, dimensions, materials, and approximate dates of construction.

Describe the existing feature(s) and condition:

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**A.6. OTHER SITE FEATURES (SPECIFY):** \_\_\_\_\_

Describe the existing feature(s) and condition:



## PHYSICAL CONDITION REPORT - PHOTOS

### CONTACT SHEETS (sample shown at right)

Digital photographs illustrating the descriptions provided in this report must be presented on contact sheets that accommodate two photos with captions per page. A template of the contact sheet is provided on the following page.

- Each feature described in this report must include *at least* one corresponding photograph. More than one photograph per description is encouraged.
- Contact sheets should be printed in color on high-quality paper (photo paper is preferred).
- To avoid creating a large and unmanageable file, it is recommended that you use an image file compressor when importing images into the contact sheets.
  - Microsoft offers a free download of Image Resizer for Windows XP at [www.microsoft.com](http://www.microsoft.com).
  - iPhoto provides the option to resize an image (while maintaining the aspect ratio) when the image is exported from the photo library.
  - Other resizing options are available in Adobe Photoshop or in a free download from VSO Software at [www.vso-software.fr](http://www.vso-software.fr)
- The photograph contact sheets should be organized in the same order as the written descriptions above; beginning with TOPOGRAPHY, LANDSCAPING, RETAINING WALLS, continuing with each of the features listed and finally ending with STRUCTURES.



### IMAGES ON DISC

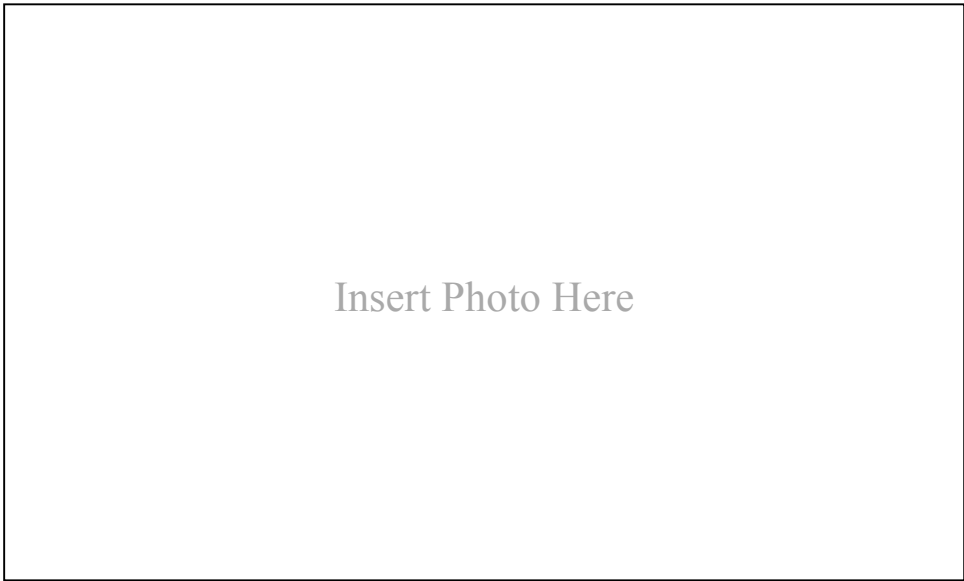
Digital copies of photographs used in the contact sheets that accompany this report should be saved separately on a CD-R and submitted to the Planning Staff with the report. Do not submit a disc with original images. Materials submitted with the form will not be returned to the applicant.

- The image size should be at least 3,000 x 2,000 pixels at 300 ppi (pixels per inch) or larger (if possible).
- It is recommended that digital images be saved in 8-bit (or larger) format.
- TIFF images are preferred, but JPEG images will be accepted.
- The CD-R should be labeled as follows: **PCR Form "Property Address" "Date"**.

If you have questions regarding the requirements for completing the PHYSICAL CONDITION REPORT, please contact a member of the Park City Planning Staff at (435) 615-5060.

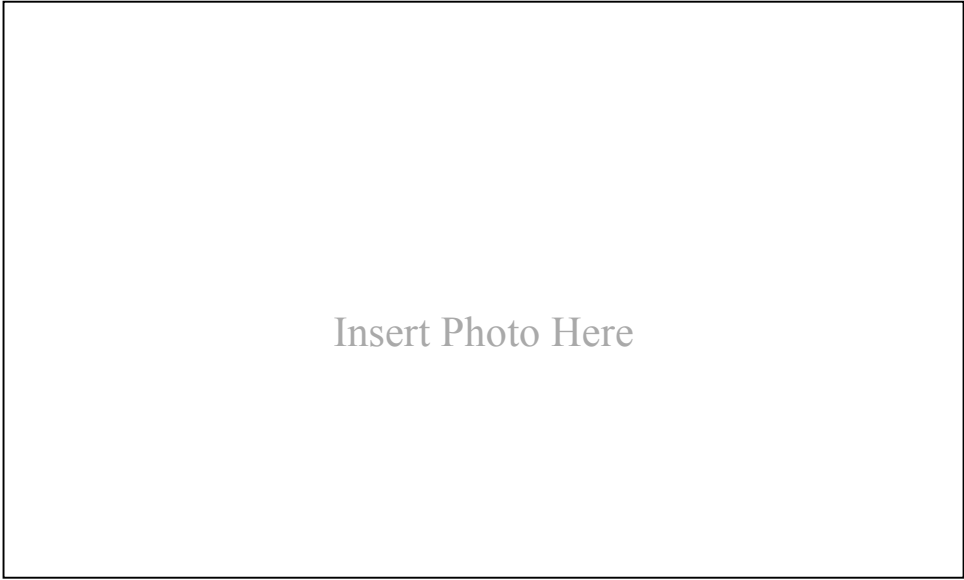
**PHYSICAL CONDITION REPORT - PHOTOS**

<FEATURE NAME>



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<FEATURE NAME>



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