



Historic Preservation Program
1739 Broadway, 3rd Floor - Boulder, CO 80302
(303) 441-1880 - <http://www.boulderhistoricpreservation.net>

LANDMARK ALTERATION CERTIFICATE APPLICATION

For exterior changes to properties that are located in a historic district and/or individually landmarked

Date of application: _____ Case number: HIS2017 - _____

Property address: _____

Historic District / Landmark name: _____

- Floral Park Chautauqua Mapleton Hill West Pearl Chamberlain Downtown Hillside
- Highland Lawn University Place 16th Street

Applicant's name: _____ Relationship to project: _____
(e.g., architect, contractor)

Email: _____ Phone: _____

Applicant's mailing address: _____
Street City, State Zip

Property owner's name: _____

Email: _____ Phone: _____

Property owner's address: _____
Street City, State Zip

PROJECT DESCRIPTION: Please include a narrative description of the proposed exterior alterations below. Refer to following pages for submittal requirements.

I agree to perform the work described herein, in accordance with the plans and/or specifications submitted and with all provisions of the Historic Preservation Code, Building Code, Zoning Ordinance and Health Regulations of the City of Boulder as enumerated in the Boulder Revised Code, 1981.

Signature of owner or authorized agent for owner

Date

INITIAL CODE REVIEW

For projects involving construction of new buildings, additions, dormers, porches or fences, please fill out to the best of your ability. The verification of this form is a customer service review and does not constitute a formal review of all applicable codes and regulations. All sections of the Boulder Revised Code must still be adhered to prior to performing any work. Property information can be found on <https://bouldercolorado.gov/planning/property-report>

Property Information -- Applicant to fill out for the following types of projects: <input type="checkbox"/> New free-standing construction <input type="checkbox"/> Addition <input type="checkbox"/> Dormers <input type="checkbox"/> Porches <input type="checkbox"/> Fences				Staff Use	
				Verified	Need Info
Zoning District	<input type="checkbox"/> RL-1 <input type="checkbox"/> RL-2 <input type="checkbox"/> RMX-1 <input type="checkbox"/> RH-2 <input type="checkbox"/> DT-1 <input type="checkbox"/> Other: _____				
Floodplain	<input type="checkbox"/> None <input type="checkbox"/> 500 Year <input type="checkbox"/> 100 Year <input type="checkbox"/> Conveyance <input type="checkbox"/> High Hazard				
Lot Size	_____sq. ft. <input type="checkbox"/> Interior <input type="checkbox"/> Through <input type="checkbox"/> Flag <input type="checkbox"/> Corner Source: <input type="checkbox"/> City of Boulder <input type="checkbox"/> Boulder County <input type="checkbox"/> Survey <input type="checkbox"/> Other: _____				
Existing Principal Building Setbacks <i>Section 9-7-2</i>				<input type="checkbox"/> No Change	
Front:	Side:	Side:	Rear:		
Proposed Principal Building Setbacks				<input type="checkbox"/> No Change	
Front:	Side:	Side:	Rear:		
Existing Accessory Building Setbacks				<input type="checkbox"/> No Change	
Front:	Side:	Side:	Rear:		
Proposed Accessory Building Setbacks				<input type="checkbox"/> No Change	
Front:	Side:	Side:	Rear:		
Primary or accessory building located within 3 ft. of a property line: Y / N					
Primary or accessory buildings located within 6 ft. of each other: Y / N					
	Existing	Allowed	Proposed		
Building Coverage					
Floor Area (sq. ft.)					
Height					
Past Discretionary Review: <input type="checkbox"/> Site Review <input type="checkbox"/> PUD/PRD/PD <input type="checkbox"/> None					

Will your project require a variance or exemption?	Verified	Need Info
<input type="checkbox"/> Setback variance <i>Section 9-7-2, B.R.C., 1981</i>		
<input type="checkbox"/> Bulk plane requirements <i>Section 9-7-9, B.R.C., 1981</i>		
<input type="checkbox"/> Side yard wall articulation standards <i>Section 9-7-10, B.R.C., 1981</i>		
<input type="checkbox"/> Exemption from the maximum building coverage for accessory buildings in the rear setback <i>Section 9-7-11(d), B.R.C., 1981</i>		
<input type="checkbox"/> Solar exception <i>Section 9-9-17, B.R.C., 1981</i>		

Form Completed by: _____ (Applicant) Date: _____
 Initial Verification by: _____ (Staff) Date: _____

LANDMARK ALTERATION CERTIFICATE REVIEW CHECKLISTS

Exterior changes to a designated property require review and approval through a Landmark Alteration Certificate.

There are three levels of review: **Administrative, Landmarks Design Review Committee (LDRC), and Landmarks Board**. The following pages contain a list of the most common types of alterations. Please check the type of work you are proposing and follow the application requirements listed to the right.

Call 303-441-1880 if you have questions.

ADMINISTRATIVE REVIEW

TYPE OF WORK:

- Landscaping
 - Paint
 - Roofing
 - Mechanical Unit
 - Fence (rear / side yard only if maximum 5' tall with minimum 1" spacing between pickets)
 - Restoration of Existing Features
- DOWNTOWN ONLY:*
- Commercial awnings, patios and signs

City staff reviews common types of applications involving minor alterations. Staff review typically has a quick review turn-around provided that a completed application with documentation is received and the proposed alterations are consistent with the applicable **design guidelines**.

A complete application submittal includes:

- This application:** Completely filled out
- Scaled Elevations and Site Plans:** All drawings should be clearly detailed and scaled, preferably at an 1/8" scale on 11"x17" paper. **Both existing conditions and proposed changes should be shown.**
- Fences:** A scaled drawing showing dimensions and spacing between pickets and a site plan showing existing and proposed locations.
- Photographs:** Color photos of existing conditions and details relating to requested alteration.
- Samples:** Color chips of paint and printed samples of roofing types are helpful.

LANDMARKS DESIGN REVIEW COMMITTEE (LDRC)

TYPE OF WORK:

- Deck / porch
- Doors / windows
- Dormers / skylights
- Additions
- Fence (front yard or rear / side yard if over 5' tall or less than 1" spacing between pickets)
- Solar Panels
- New garage/accessory building (340 sq. ft. and under)
- Other _____

A staff member and two designated members of the Landmarks Board meet weekly to review applications for exterior alterations to designated properties. Large projects usually require more than one meeting and may be referred by the committee to the full Landmarks Board for review.

A complete application submittal includes:

- This application:** Completely filled out
- Photographs:** Photographs of existing building and surrounding context
- Scaled Elevations and Site Plans:** All drawings should be clearly detailed and scaled, preferably at an 1/8" scale on 11"x17" paper. **Both existing conditions and proposed changes should be shown.**
- Fences:** A scaled drawing with dimensions and spacing between pickets.
- Survey:** A survey may be required if the proposed project is within 20% of the maximum permitted lot coverage, floor area or floor area ratio.

The following documentation is required for final review and approval:

- Final Details:** Specific materials should be noted on plans; include color chips and printed samples of roofing types, manufacturers/catalogue "cut" sheets for windows/skylights.

Completed applications for LDRC review must be turned in by noon on the Friday prior to the requested meeting date and must be submitted through a Project Specialist. Please note that LDRC meeting requests are processed in the order in which they are received and that a first request may not be available due to scheduling. The LDRC meets every Wednesday at 9:00 a.m. (except holidays) at the P&DS Service Center offices on the 3rd floor of the Park Central building, 1739 Broadway.

LANDMARKS BOARD REVIEW (LB)

TYPE OF WORK:

New free-standing construction
(over 340 sq. ft.)

Demolition
(includes primary and/or accessory buildings designated as individual landmarks or within a district)

Application referred from LDRC

The Landmarks Board reviews new free-standing construction greater than 340 square feet, the demolition or moving of buildings, and application referred from the LDRC.

Public hearings are held within 60 days of the receipt of a completed LAC application and are conducted as quasi-judicial proceedings. Following the public hearing for the LAC, a Notice of Disposition is sent to City Council outlining the Board's recommendation. City Council has 14 days to call-up a decision of approval made by the Landmarks Board. If the Board votes to deny a Landmark Alteration Certificate application, the City Council has 30 days to call-up the decision.

Tip: Projects that require full Board review should be presented to staff early in the planning process, before detailed drawings are initiated. Please contact staff prior to submitting an application for full Board review; these reviews are often complex.

A complete application submittal includes:

- LDRC requirements (listed on the previous page)**
- Written project description**
- 7 copies of project drawings, showing existing and proposed conditions (preferably 11"x17") plans, including:**
 - Scaled site plan (existing and proposed)
 - Scaled elevations for all sides of the building at 1/8" scale
 - Sketches, as needed
- 1 copy of any color renderings or photographs, color samples, etc. (preferably no larger than 11"x17")**
- 1 digital copy of all materials submitted in a PDF file format**

At the request of staff or the Board, the following may also be required:

- Building sections
- Methods of restoration
- 3-D modeling

2018 Landmark Board Meeting Dates and Application Submittal Deadlines

Landmarks Board meetings are generally held the first Wednesday of each month at 6 p.m. in the Municipal Building, Council Chambers, located at 1777 Broadway. Applications scheduled for a public hearing before the full Landmarks Board are due by 4 p.m. at least 27 days prior to the meeting date. All applications must be submitted through a Project Specialist.

Deadline	Landmarks Board Meeting Date
December 7	January 3
January 11	February 7
February 8	March 7
March 8	April 4
April 5	May 2
May 10	June 6

Deadline	Landmarks Board Meeting Date
June 7	July 4 <i>Cancelled</i>
July 5	August 1
August 9	September 5
September 6	October 3
October 11	November 7
November 8	December 5