



For Office Use Only		
Date Received	Time Received	Case Number
		HIS

## Landmark Alteration Certificate (LAC) Application

For Exterior Changes to Properties Located in a Historic District and/or Individually Landmarked

Project Address: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Historic District / Landmark Name: \_\_\_\_\_

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

### CONTACT INFO

Applicant's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address (if different from project address): \_\_\_\_\_

### PROJECT DESCRIPTION

#### Staff Level

- Landscaping  
 Paint  
 Roofing  
 Commercial awning, patio and/or sign (demonstrate signs meet provisions in Section 9-9-21 Signs, B.R.C., 1981)  
 Antenna or mechanical unit  
 Restoration of existing features

#### Landmark Design Review Committee (LDRC)

- Deck and/or porch  
 Doors and/or windows  
 Dormers and/or skylights  
 Solar panels  
 Front fence or fence taller than 5ft.  
 Addition  
 New free standing/accessory building smaller than 340sq. ft.

#### Landmarks Board

- New free-standing construction 340sq. ft. or larger  
 Demolition and new construction  
 Application Referred by LDRC

Description (attach additional narrative for additions and free-standing new construction):

***\*Please Note that all Landmark alteration certificate (LAC) applications must be submitted through a Project Specialist at the P&DS Services Center. Application for review by the Landmark design review committee (Ldrc) should be submitted by noon on the Friday prior to the requested meeting date.***

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

*This review is intended to identify potential zoning and building code issues. 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>*

<b>Property Information – Please complete for:</b>				<b>Staff Use</b>	
<input type="checkbox"/> New free-standing construction <input type="checkbox"/> Addition <input type="checkbox"/> Dormers <input type="checkbox"/> Porches <input type="checkbox"/> Fences				<b>Verified</b>	<b>Need Info</b>
<b>Zoning District</b>	<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: _____				
<b>Floodplain</b>	<input type="checkbox"/> None <input type="checkbox"/> 500 Year <input type="checkbox"/> 100 Year <input type="checkbox"/> Conveyance <input type="checkbox"/> High Hazard				
<b>Lot Size</b>	_____ 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: _____				
<b>Existing Principal Building Setbacks</b> <i>Section 9-7-2</i>				<input type="checkbox"/> No Change	
Front:	Side:	Side:	Rear:		
<b>Proposed Principal Building Setbacks</b>				<input type="checkbox"/> No Change	
Front:	Side:	Side:	Rear:		
<b>Existing Accessory Building Setbacks</b>				<input type="checkbox"/> No Change	
Front:	Side:	Side:	Rear:		
<b>Proposed Accessory Building Setbacks</b>				<input type="checkbox"/> No Change	
Front:	Side:	Side:	Rear:		
<b>Primary or accessory building located within 3 ft. of a property line: Y / N</b>					
<b>Primary or accessory buildings located within 6 ft. of each other: Y / N</b>					
	<b>Existing</b>	<b>Proposed</b>	<b>Allowed Maximum</b>		
<b>Building Coverage</b>					
<b>Floor Area (sq. ft.)</b>					
<b>Height</b>					
<b>Past Discretionary Review:</b> <input type="checkbox"/> Site Review <input type="checkbox"/> PUD/PRD/PD <input type="checkbox"/> None					

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

Initial review is completed by **Staff (Administrative)** or the **Landmarks Design Review Committee (LDRC)** within 14 days after a complete application is received. Staff and the LDRC can either approve the application, request revisions, or refer the proposal to the **Landmarks Board** for review in a public hearing. Please call 303-441-1994 if you have questions.

### ADMINISTRATIVE REVIEW

#### Typical Projects:

Landscaping

Paint

Roofing

Mechanical Unit

Fences and Hardscaping

(rear / side yard fence only if maximum 5ft. tall with minimum 1" spacing between pickets)

Restoration of Existing Features

**DOWNTOWN ONLY:** Commercial awnings, patios and signs

City staff review of minor alterations typically has a quick review turn-around provided that application is complete and the proposed alterations are consistent with the applicable **design guidelines**.

#### A complete application submittal includes:

- This application:** Completely filled out
- Photographs:** Color photos of existing conditions and details.
- Samples:** Color chips of paint and printed samples of roofing types are helpful.
- Fences and Hardscaping:** Elevations and site plans should be clearly detailed and scaled, preferably at an 1/8" or 1/4" scale on 11"x17" paper. Show existing conditions and proposed changes side-by-side. For fences, show dimensions and spacing between pickets and a site plan showing existing and proposed locations.

### LANDMARKS DESIGN REVIEW COMMITTEE (LDRC)

#### Typical Projects:

Deck / porch

Doors / windows

Dormers / skylights

Additions

New accessory building

(smaller than 340 sq. ft.)

Fence (front yard or rear / side yard if taller than 5ft. or less than 1" spacing between pickets)

Solar Panels

A staff member and two members of the Landmarks Board meet weekly to review applications for exterior alterations to designated properties. Large projects often 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, including zoning review sheet.
- Photographs:** Photographs of existing building and surrounding context
- One set of scaled elevations and site plans:** All drawings should be clearly detailed and scaled, preferably at an 1/8" or 1/4" scale on 11"x17" paper. Show *existing* conditions and *proposed* changes side-by-side.
- Fences:** A scaled drawing showing dimensions and spacing between pickets and a site plan showing existing and proposed locations.
- Survey:** A land 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 each Wednesday morning (except holidays) at the P&DS Service Center offices on the third floor of the Park Central Building, 1739 Broadway.*

# LANDMARKS BOARD REVIEW (LB)

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## Typical Projects:

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

## New free-standing construction

340 sq. ft. and larger

Public hearings take place within 60 days of the receipt of a complete LAC application and are conducted as quasi-judicial proceedings. Following the public hearing for the LAC, a Notice of Disposition is sent to the 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.

## Demolition

Includes primary and/or accessory buildings designated as individual landmarks or within an Historic District.

**Tip:** Projects that require full Landmarks 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.

## Application referred from LDRC

### A complete application submittal includes:

- LDRC requirements (listed on the previous page)
- Written project description
- 7 copies of project drawings, including side-by-side existing and proposed conditions (preferably 11"x17" or 12"x18") plans, including:
  - Scaled site plan (existing and proposed)
  - Scaled elevations for all sides of the building at 1/8" or 1/4" 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

## 2019 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 must be submitted at least 28 days prior to the meeting date. All applications must be submitted through a Project Specialist.

More information, including deadlines and agendas can be found online:

**[www.boulderhistoricpreservation.net](http://www.boulderhistoricpreservation.net)**