



LANDMARK ALTERATION CERTIFICATE APPLICATION

Planning & Development Services – Historic Preservation Program

1739 Broadway, 3rd Floor

Boulder, CO 80302

(303) 441-1880

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

Date of application: _____

Case number: HIS _____

Property address: _____

Historic District/Landmark name: _____

Applicant's name: _____ Phone: _____

Email: _____ Relationship to project (e.g., architect, contractor): _____

Applicant's mailing address:

Street City State Zip

Property owner's name: _____ Phone: _____

Property owner's address:

Street City State Zip

Property owner's email: _____

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

Please submit this completed application, with the required information outlined on the following pages to a Project Specialist. **Note: applications for the Landmarks Design Review Committee must be received on the Friday prior to your requested meeting date before 11 a.m.** If you have any questions, please call (303)441-1880 and request to speak to a Historic Preservation Planner.

Thank you! We look forward to working with you on your project!

INITIAL CODE REVIEW

If a survey is required the plat should accompany this application. This section 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.

The following applications require initial review and sign off by a Project Specialist or the Zoning Administrator prior to acceptance of a Landmark Alteration Certificate application. Please mark all applicable boxes.

- New detached construction (garage, new house, shed, etc.)
 Dormers Porches Fences All new additions

THIS SECTION IS FOR STAFF USE ONLY

Property Zoning: _____ Does the proposal meet required setbacks? Y N

Compatible Development applicable? Y N

Please collect the Lot Area Declaration Form and the Maximum Floor Area and Building Coverage Worksheet if the development proposal is impacted by Compatible Development regulations.

Lot Size: _____ SYBP: _____ SYWL: _____

Proposed Lot Coverage: _____ Proposed FAR: _____

Survey required: Y N Existing Accessory Bldg(s): _____

Floodplain: _____

Previous Approvals (Use Review, PUD, etc.) _____

Other Applications which may be required based on proposed application:

Preliminary Comments:

Reviewed by: _____ Date: _____

The following pages contain a list of the most common types of alterations. Please check off the type of work you are proposing and follow the application requirements listed to the right.

Please note that if the proposed project is within 20% of the maximum permitted lot coverage, floor area or floor area ratio a survey may be required as part of the submittal materials.

STAFF LEVEL REVIEW

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:

- Landscaping
 - Paint
 - Roofing
 - Fence (rear / side yard only if maximum 5' tall with minimum 1" spacing between pickets)
 - Restoration of Existing Features
 - Demolition, post 1940 construction
- DOWNTOWN ONLY:**
- Commercial awning
 - Commercial patios
 - Commercial signs
- This application:** Completely filled out
 - Plans and elevations:** All drawings should be scaled, preferably to a 1/4" or 1/8" scale, clearly dimensioned and detailed. **Existing conditions and proposed changes should be shown. Fences:** A scaled drawing showing dimensions and spacing between pickets.
 - 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) REVIEW

TYPE OF ALTERATION:

(Please check all that apply)

- 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)
- New garage/accessory building (340 sq. ft. and under)
- Demolition, pre-1940 construction
- Other _____

A staff member and two designated members of the landmarks board review applications for exterior alterations to landmark properties and properties in designated historic districts. They determine, within 14 days after a complete application is filed, whether or not the proposed work has a significant impact on or is potentially detrimental to a landmark site or historic district. Large projects usually require more than one meeting and may be referred by the committee to the full Landmarks Board for review.

Required documentation:

- This application:** Completely filled out
- Photographs:** Photos of existing building and surrounding context
- Drawings:** All drawings should be scaled, preferably to a 1/4" or 1/8" scaled, and detailed as clearly as possible, whether or not an architect or contractor is involved. **Both existing conditions and proposed changes should be shown.** Examples are available if needed.

The following documentation is required for final review and approval:

- Scaled site plans:** Including existing and proposed site plans
- Elevations:** Usually scaled to a 1/4" = 1' scale for existing and proposed elevations
- Materials:** Specific materials should be noted on plans.
- Colors:** Color chips of paint and printed samples of roofing types are helpful.
- Photographs:** Color photos of existing conditions and details relating to the requested alteration.
- Manufacturers/catalogue "cut" sheets**
- Fences:** A scaled drawing showing dimensions and spacing between pickets.
- Details**

The following may be requested prior to final approval:

- Building sections
- Methods of restoration
- Study model or 3-D simulated model

TIP: For large or complex projects you are encouraged to contact a Historic Preservation Planner early in the planning process and before detailed drawings are completed. **Completed applications for LDRC review must be turned in by noon on the Friday prior to the requested meeting date.** 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 Committee 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. Please call 303-441-1880 if you have questions.

LANDMARKS BOARD (LB) REVIEW

TYPE OF ALTERATION:

(Please check all that apply)

- 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 DRC**

New free-standing construction greater than 340 square feet, or the demolition or moving of buildings requires review by the Landmarks Board. If a public hearing for the issuance of a Landmark Alteration Certificate (LAC) the Board meets monthly, usually the first Wednesday of each month. Submittal deadlines are listed on the following page. Complete applications must be received by a Project Specialist by 4 p.m., at least 27 days prior to the hearing.

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.

A complete application submittal all of the materials required for the Design Review Committee as listed on the proceeding page *plus* the following items:

- Previous Page requirements (Listed under LDRC)**
- Written project description**
- 10 folded copies of project drawings, showing existing and proposed conditions (preferably 24"x36") plans, including:**
 - Scaled site plan
 - Scaled elevations for all sides of the building at a 1/4" or 1/8" scale
 - Sketches, as needed
- 1 copy of any color renderings or photographs, color samples, etc. (preferably no greater than 11"x17")**
- 1 reduced (8 1/2"x 11") copy of all materials submitted**
- 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 as part of your application:

- Building sections
- Methods of restoration
- Study model or 3-D simulated model

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 LPAB review; these reviews are often complex.

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

2013 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. Landmark Alteration Certificate 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.

<u>Board Meeting</u>	<u>Submittal Deadline</u>
January 2	November 29
February 6	January 3
March 6	January 31
April 3	February 28
May 1	March 28
June 5	May 2
July 3	May 30
August 7	July 3
September 4	August 1
October 2	August 29
November 6	October 3
December 4	October 31