



Historic Preservation Services
Community Development & Neighborhood Services
 281 N. College Ave.
 Fort Collins, CO 80524
 970.224.6078
preservation@fcgov.com
fcgov.com/historicpreservation

Design Assistance Program (DAP) Application & Agreement

SUBMITTAL INFORMATION

The following items must accompany this application:

1. Photographs of the property, including the work area(s) that will be a subject of the proposed work
2. Other pertinent information (interior floor plan, proposed materials, additional project description, etc.), if applicable/available

APPLICANT INFORMATION

Applicant Name: _____

Phone: _____ **Email:** _____

Applicant Mailing Address:

OWNER INFORMATION

Property Owner Name: _____

Phone: _____ **Email:** _____

Property Owner Mailing Address:

LOCATION & PROJECT NEED

Address: _____

Name of Historic Property: _____

Brief Description of Project Need:



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GENERAL GUIDELINES

- The applicant shall be the owner of the property or their authorized representative. The Design Assistance Program is available to any designated historic resource; non-designated historic properties may also be eligible (contact staff).
- The Design Assistance Program is intended for projects that will impact a building’s exterior, particularly those elevations that are visible from public streets and that affect the historic character of a commercial block or neighborhood.
- Funding can be applied towards more than one part of the same project using separate consultants, e.g., a project that requires mortar analysis from a qualified mason and a window rehabilitation inventory from a preservation specialist can both receive funding, typically up to \$2,000 for most qualifying projects.
- The City reserves the right to reject plans that do not demonstrate contextually compatible design, retain eligibility of the property, or which do not meet building codes or permit requirements. Compatibility is defined in the [Secretary of the Interior’s Standards and Guidelines for Rehabilitation](#).
- Funds for the program are provided annually in the City budget and are available on a first come, first served basis.

APPLICATION & PROJECT PROCESS

- Applicant meets with staff to discuss project and program eligibility.
- Applicant submits DAP application. Funds are available on a first-come, first-served basis.
 - If applicant is not the property owner, staff must confirm that they are authorized by the property owner to pursue this work before the application is further processed.
- Staff connects applicant with appropriate consultant(s) based on needed expertise, receives cost estimate, sets grant award maximum, and coordinates meetings/site visits.
- Consultant conducts site visit and discusses project with applicant and staff.
- Consultant submits DAP product, which must meet the program requirements.
- City pays the consultant directly up to the amount approved by staff, and the applicant pays any remaining balance directly to the consultant.
- Before work commences, all projects involving designated Fort Collins Landmarks must undergo the [Design Review](#) process.

Applicant Signature

Date

STAFF USE ONLY:	
Staff:	Date:
Approved Grant Maximum:	