



Community Planning and Environmental Services

Advance Planning Department

Historic Preservation Office
PO Box 580
Fort Collins, CO 80522-0580
970-221-6376

MEMORANDUM

TO: Design Review Applicants

FROM: Carol Tunner, Historic Preservation Planner
Advance Planning Department, 281 North College Avenue

RE: Approval Process for Design Proposals Affecting Historic Landmarks

The City of Fort Collins has a design review process through the Landmark Preservation Commission (LPC) if you are seeking to make alterations to the exterior appearance of a locally designated historic building, object, structure, site or district. Enclosed are an Application for Design Review and Submittal Requirements and Checklist for Design Review. The design review process normally takes four weeks to complete.

A Design Review Subcommittee of the LPC is available to provide design assistance and technical advice to help applicants with conceptual plans. This often saves considerable time and money. If you would like to meet first with the Design Review Subcommittee, please contact Preservation staff at 970-221-6597.

The Landmark Preservation Commission meets on the second and fourth Wednesdays of each month, at 5:30 p.m. Submittal deadline for the regular LPC agenda is 12:00 noon, ten (10) working days prior to the meeting. Meetings are held at 281 North College Avenue, in the 281 (Main) Conference Room on the first floor

ADMINISTRATIVE REVIEW: For design changes that are not detrimental to the historic architectural or cultural characteristics of designated landmarks, we have an Administrative Review process. In these cases, historic preservation staff can approve awning re-coverings; color selections from an historically authentic color palette; changes that do not remove, cover, alter or destroy any significant historic architectural or cultural material; and non-detrimental changes to previously LPC-approved rehabilitation plans. This procedure uses this Design Review Application for staff review and approval.

Please read the enclosed information carefully. It spells out the steps to successfully complete your application. We highly recommend a pre-submittal meeting with the Historic Preservation staff or Conceptual Review with the Design Review subcommittee before you complete your application. If you have questions about the design review process, please call the Historic Preservation Office at 970-221-6597, and we will be happy to assist you.



Landmark Preservation Commission Submittal Requirements for Design Review Applications

The Landmark Preservation Commission (LPC) must review and approve any proposed exterior changes to a structure within the locally-designated Old Town Historic District, as well as proposed changes to designated local landmarks outside the District. All building facade revisions, renovations, new construction and other exterior changes visible from any public street, alley, park or other public place must be presented to the Commission for approval. (For the abbreviated process for sign proposals, please refer to the [Application for Administrative Review of Sign Proposals](#).)

Applicants should obtain a copy of the [Design Guidelines for Historic Old Town Fort Collins](#) (for projects located within Old Town), which provides guidelines to use when developing a concept for the Commission to consider. [The Secretary of the Interior's Standards for Treatment of Historic Properties](#) have been adopted by the Commission to use in reviewing proposed changes to local landmarks outside the Old Town District, and should be consulted for these landmarks.

Design assistance is available through the Design Review Subcommittee of the Landmark Preservation Commission. The Subcommittee provides design and procedural advice to help applicants through the review process. This often saves applicants considerable time and money. If you would like to meet with the Design Review Subcommittee, please contact the Historic Preservation Office (221-6597).

The information listed on the following pages must be submitted to the Commission in order to place an item on the regular LPC agenda. This information is necessary for the Commission to properly review and evaluate an application and establish a record of its decision. **All information submitted will be kept as part of the record.**



Submittal Checklist & Acknowledgement Signature

All design proposals must contain sufficient information for adequate review and documentation. Please supply the following information as it applies to your design proposal.

I. RENOVATIONS OR NEW CONSTRUCTION *(Check box if completed)*

- A. Scale drawing or construction document showing all dimensions of building, noting all changes to facades, including cross sections (if applicable) of facades and proposed materials to be used, **(3 copies - and if plans are larger than 11"x17", submit one set of 11"x17" reductions)**.
- B. Color evaluation of building, indicating proposed color scheme.
- C. Color sample(s) or chip(s) of all proposed paint colors and/or materials.
- D. Site and landscape plans (drawn to scale), if appropriate (3 copies).
- E. Location of all signs, with dimensions showing approximate size, height from grade, and relation to windows, doors, and other primary features of the facade. (The design proposals for signs themselves are reviewed as a separate administrative procedure--please see the handout for Administrative Review for Sign Proposals.)

II. PAINTING OF EXTERIOR ONLY

- A. Color sample(s) or chip(s) of all proposed paint colors.
- B. Colored elevation of building, drawn to scale, indicating proposed color scheme.

III. AWNINGS *(Check box if completed)*

- A. Scale drawing showing all dimensions of awning and of all lettering, designs, or logos on awning; minimum 1/4" = 1'. Include cross section or side view showing slope and projection. (3 copies).
- B. Scale drawing or photograph of building facade demonstrating placement and proportions (height and width) of the awning, include dimensions showing height from grade and relationships to roofline, doors, windows, and other primary facade features.
- C. Color sample(s) and material(s) of all proposed awning materials.
- D. Lighting specifications, including layout and installation details (this may be part of the side view scale drawing, as required in A, above).

IV. PUBLIC RIGHT-OF-WAY IMPROVEMENT

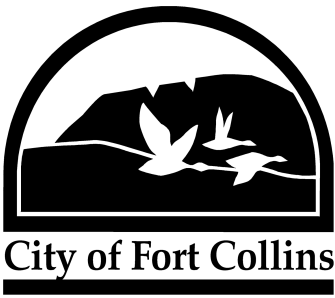
- A. Site plan drawn to scale (3 copies).
- B. Landscape plan drawn to scale (3 copies).
- C. Samples of all proposed materials.
- D. Color sample(s) or chip(s) of all proposed colors.
- E. Scale drawings showing all dimensions of any new construction including utility.

V. ACKNOWLEDGMENT - (To be signed by Owner, or authorized Representative)

I acknowledge this is a complete application, ready for L.P.C. review. Each information requirement (described above) has been checked off, as it applies to this design proposal. I understand incomplete submittals will be returned to me for completion. If I am the owner's authorized representative, I certify that I have the owner's permission to affect these design changes upon referenced landmark property.

Signature of Owner OR Owner's Representative

Date of Submittal



Landmark Preservation Commission Application for Design Review

Date of Submittal Meeting: _____ Date of Submittal Deadline: _____

Address of Proposed Work: _____

Type of Work (please check one of the following):

- Site Improvement Change Exterior Facade Demolition Permit
- Painting Awning
- Other (explain) _____

Description of Work: _____

Property Owner: _____

Applicant's Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

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CERTIFICATE OF APPROVAL

The following is for office use only:

Action by the Landmark Preservation Commission Approved Denied
Conditions of Approval: _____

Date Commission Notified: _____

Scheduled Hearing Date: _____

Date of Action: _____

Date Applicant Notified: _____

Historic Preservation Planner: _____