#### STEP

#### **BEFORE YOU BEGIN.**

Take advantage of City historic preservation staff's expertise and schedule a consultation before you delve into this review.

Contact Karen McWilliams at kmcwilliams@fcgov.com.

#### DOES YOUR PROJECT **REQUIRE DEVELOPMENT REVIEW OR A BUILDING** PERMIT?

B. No. DONE! A. Yes.

IS THERE AN EXISTING **BUILDING ON OR NEAR** THE PROPERTY?

A. Yes. A. No. DONE!

#### IS THE EXISTING **BUILDING HISTORIC?**

A. Not eligible.

B. Determined to be individually eligible for Fort Collins Landmark designation.

DONE!

C. Designated (skip to step 4).

## **How Historic Properties Are** Reviewed and the second

For more information or contact City staff fcgov.com/historicpreservation 970-221-6750

Landmark Preservation Commission fcgov.com/LPC

Municipal Code - Chapter 14 colocode.com/ftcollins/municipal/chapter14.htm

# STEP

#### **EVALUATION**

The Chair of the Landmark Preservation Commission (LPC) and the Director of Community Development and **Neighborhood Services** (CDNS) will make an evaluation of the proposed work and determination of eligibility.

Before the evaluation is scheduled, staff will post an "under review" sign at the building.

#### You must submit:

1. A signed Request for Historic Review Consent Form.

2. Photographs - exterior of all sides of all buildings and structures on the property take as many as needed.

3. Photographs -for context just the fronts of buildings and structures on adjacent properties.

4. A narrative explaining the proposed work, or drawings, sketches, and/or plans.

#### DETERMINATION

STEP

The Chair of the Landmark Preservation Commission (LPC) and the Director of Community Development and **Neighborhood Services** (CDNS) will make a decision.

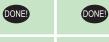
#### IS THE PROPOSED WORK MINOR OR MAJOR?

Minor generally means that the project will preserve the character defining features. Major means that the project will affect one or more aspect of integrity.

#### **IS THE BUILDING** INDIVIDUALLY ELIGIBLE FOR FORT COLLINS LANDMARK DESIGNATION? - age is 50 years old or older - meets at least one criteria of significance - retains aspects of integrity - relates to a historic context

#### There are four possibilities:

MINOR MAJOR NOT ELIGIBLE NOT ELIGIBLE



MINOR MAJOR ELIGIBLE administrative

## APPEAL

a written appeal within 14 days of the determination.



#### LPC DESIGN REVIEW **SUBCOMMITTEE**

STEP

This step is optional and is an opportunity for you to meet informally with LPC members to discuss design alternatives. The goal is to identify a design or a solution that meets the codes, and that is acceptable to all parties of the Design Subcommittee.

#### You must submit:

1. Photographs - exterior of all sides of all buildings and structures on the property take as many as needed.

2. Photographs - for context just the fronts of buildings and structures on adjacent properties.

3. A narrative explaining the proposed work, or drawings, sketches, and/or plans.



## If the new plans are agreed

approved. You are finished with the Historic Review.

#### B. Disagreement.

If a mutually acceptable solution is not reached, your application proceeds to a public hearing.

STEP

#### LPC PUBLIC HEARING **CONCEPTUAL DESIGN** REVIEW

This is an opportunity for you to present your proposal for the LPC to review at a public hearing. If there are no issues, the LPC may opt to waive this step and proceed to final review in the same meetina.

#### You must submit:

1. Photographs - exterior of all sides of all buildings and structures on the property take as many as needed.

2. Photographs - for context just the fronts of buildings and structures on adjacent properties.

3. A narrative explaining the proposed work, or drawings. sketches, and/or plans.

#### If the solution is agreed upon by all, staff signs off; you are ready to get a permit for your proposal; financial benefits.

DONE!

#### B. Disagreement.

Keep your plans as is; get your proposal approved by Development Review: forgo financial benefits.

STEP

#### LPC PUBLIC HEARING **FINAL REVIEW AND** APPROVAL

- Once your proposal is approved by Development
- Review, call Historic
- Preservation to schedule the
- LPC's Final Hearing. There is a 30-day public noticing
- requirement.
- Before your hearing is scheduled, staff will post an "under review" sign at the building.

You must submit:

### 1. A check for \$250.

2. A completed Colorado Architectural Inventory Form (1403) prepared by a historic preservation expert. Contact staff for more information. The form may be found at: historycolorado.org/oahp/surv ey-inventory-forms#crforms.

3. Your final approved plans for the proposed work.

4. Evidence satisfactory to the Director that all administrative and quasi-judicial approvals necessary are obtained.

#### 5. A Plan of Protection showing how the applicant will ensure that no damage will occur to historic resources.

6. Mailing labels of every home within 800' of your structure, and a check to cover postage and handling.

**MEANWHILE... GET YOUR FINAL PLANS** APPROVED THROUGH **DEVELOPMENT REVIEW** 

Once this is done, continue to the next step and schedule a public Final Review and Approval Hearing with LPC.

For information on Development Review, visit fcgov.com/developmentreview or call 970-221-6750.



# DONE! A. Agreement.

upon by all, the new plans are

ELIGIBLE LPC public hearing approval If there is a disagreement, file

#### STEP

#### LPC'S FINAL HEARING: WHAT'S THE RESULT?

Each application shall be finally reviewed and approved by the LPC at the same meeting as the conceptual review, if any, or at a subsequent meeting. During final review, the LPC shall consider the application and any changes made by the applicant since conceptual review.

#### A. Allowed.

#### DONE!

Some conditions for mitigation may apply:

1. Comprehensive photographic documentation of such structure, with prints and negatives.

2. Comprehensive historical, developmental, social and/or architectural documentation of the property and the neighborhood containing the property.

3. Any other mitigating solution agreed upon by the LPC, applicant, and other applicable parties.

#### B. Postponed.

Your decision can be postponed if:

1. The LPC requests more information, and this delays the decision for up to 45 davs.

2. The LPC directs staff to investigate if Council should designation the property or area as a landmark. A hold is placed on the building and/or demolition permit.

#### APPEAL

If there is a disagreement, file a written appeal within 14 days of the determination.





#### LANDMARK **DESIGNATION BEGINS**

- LPC contacts owner(s)
- Neighborhood meetings if warranted
- LPC adopts resolution to move forward
- Designation hearing scheduled

#### **DESIGNATION HEARING**

- Owners notified at least 30 days prior to hearing and property posted.
- LPC adopts resolution making a recommendation to Council for or against designation

#### COUNCIL ACTION



Council decides if the property should become a Fort Collins landmark.

