

Why A Review?

This review is designed to help prevent the loss of Fort Collins' historic resources and to help preserve its historic character. The review is also an opportunity for neighbors to comment on any changes affecting them, and for owners of eligible properties to hear about the substantial financial incentives available for historic properties.

How Do I Get Started?

First, take a look at the flowchart on the opposite page. The review begins with a determination of your property's eligibility for possible designation as a Fort Collins Landmark by the Director of Community Development and Neighborhood Services (CDNS) and the Chair of the Landmark Preservation Commission (LPC). Your property will fall into one of these three categories of eligibility:

1. Not Eligible

Your building or structure has limited historical or architectural significance, or has endured numerous exterior changes, or both.

2. Contributing

Your building or structure retains enough architectural integrity and historic character to contribute to a group of similar resources (a district), but is not typically eligible for landmark designation on its own.

3. Individually Eligible

Your property has significance and has substantially retained its architectural integrity. The property may have some alterations but these alterations do not compromise its historic significance.

What Happens If My Property is Eligible?

The CDNS Director and LPC Chair next decide if the proposed plans would result in your property no longer qualifying as individually eligible. If your property is eligible and the alterations would affect its eligibility, then the application is referred to the Landmark Preservation Commission for a preliminary hearing, followed by a final hearing.

The Preliminary Hearing

This is an opportunity for you to meet with the Landmark Preservation Commission, discuss your plans, and explore alternatives. A solution is often found which accommodates needs or wishes while also protecting the individual eligibility of the building or structure. No further review is necessary if a solution is agreed upon. If a mutually acceptable solution is not successfully reached, then your application proceeds to a final hearing.

The Final Hearing

The Landmark Preservation Commission conducts a public meeting determining if the requirements for documentation of the property and public notification are met. The LPC then either approves the application, or may recommend City Council to protect a threatened, highly-significant property through landmark designation.

The final hearing has additional requirements, which must be met before the final hearing is scheduled. These requirements are listed under Step 5 of the flowchart on the opposite page.

Financial Benefits of Landmark Designation

Colorado State Tax Credits

Receive back 20% of all approved costs, in the form of a dollar-for-dollar state income tax credit, for work on both the interior and exterior of designated resources.

Federal Tax Credits

Additional 20% federal tax credit for the substantial rehabilitation of historic buildings utilized for income-producing purposes (including rental properties).

Landmark Rehabilitation

Zero Interest Loans

The City of Fort Collins provides matching funds of up to \$7,500 each year for approved exterior work.

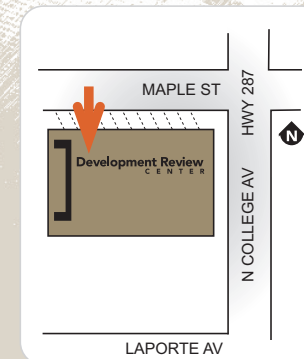
State Historic Fund Grants

Receive grants of 25% or more of costs for projects involving the stabilization, restoration, rehabilitation, reconstruction, or acquisition of a designated property/site.

Who Can I Contact for Additional Information?

Karen McWilliams, Preservation Planner
970-224-6078 | kmcwilliams@fcgov.com

City of Fort Collins
Development Review Center
281 North College Avenue



How Historic Properties Are Reviewed

Your Guide to
Demolition/Alteration Review



City of
Fort Collins

fcgov.com/historicpreservation

STEP 1

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

Is Your Building Eligible?

When you apply for a permit to do work on a building over 50+ years, staff determines if the building is historically significant and eligible to be a landmark, receiving financial benefits. You must provide the following via email or drop off at the Development Review Counter (281 N College Av).

1. Submit photographs of all four sides of the structure.
2. Provide a set of plans for the alteration or addition.
3. Include a way to contact you once the determination is made.

STEP 2

The Determination: Is the Building Eligible?

A. No, Not eligible. **DONE!**

Sorry, the building doesn't meet the criteria. Historic preservation staff signs off and you are free to proceed with getting a permit for your alteration or addition.

B. Yes, eligible and your plans are okay. **DONE!**

Nice building! Historic preservation staff signs off and you are ready to proceed with getting a permit for your alteration or addition. And, you could still earn financial benefits.

C. Yes, but your plans are not okay; or there's a split decision.

If your building is eligible but your plans are not okay, you begin a **Landmark Preservation Commission (LPC) Review**. In a case when staff comes to a split decision, you must also undergo a LPC review. The LPC makes the final eligibility decision through its review process.

The first step is a Preliminary Hearing a LPC meeting. The LPC meets monthly, on every second Wednesday at 5:30 PM.

A MAXIMUM OF 14 DAYS LATER

STEP 3

LPC's Preliminary Hearing: What's the Result?

A. Come to an agreement. **DONE!**

If both you and the LPC agree to a solution, staff signs off and you are ready to proceed with the agreed solution and get a permit for your alteration or addition.

B. Disagree.

Keep your plans as is and forgo any opportunity to make your structure a historic landmark and receive tax credits and grants. Next you must get your plans approved through Development Review.

LPC MONTHLY MEETING (5-35 DAYS LATER)

STEP 4

Get your plans approved by Development Review

Once this is done, you can continue to the next step in the LPC review and schedule a public Final Hearing with the LPC.

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

REFER TO DEVELOPMENT REVIEW

STEP 5

Prepare and Schedule LPC's Final Hearing

Once your plans are approved by Development Review, call Historic Preservation to schedule the LPC's Final Hearing. Staff needs at least 30 days before your hearing to complete a public notification process per Municipal Code. Before your hearing is scheduled, staff will post an "under review" sign at the building. You must also submit:

1. A check for \$250.
2. A completed Colorado Architectural Inventory Form (look for form 1403) found at historycolorado.org/oah/p/survey-inventory-forms#crforms.
3. Your final approved plans for the proposed work.
4. Mailing labels of every home within 500' of your structure, and a check totaling 75¢ per label to cover postage and handling.

REFER TO DEVELOPMENT REVIEW

STEP 6

LPC's Final Hearing: What's the Result?

A. Allowed **DONE!**

B. Postponed

Your decision can be postponed for three reasons.

1. LPC requests more information, and this delays the decision for up to 45 days.
2. The community raises substantial concerns. The final decision is delayed for up to 45 days while staff works with the community and applicant to help resolve these concerns.
3. LPC directs staff to investigate the possibility of designating the property or area as a landmark. A hold is placed on the building and/or demolition permit.

AT LEAST 30 DAYS LATER

STEP 7

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.

NO MORE THAN 45 DAYS

NO MORE THAN 180 DAYS



How Historic Properties Are Reviewed

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