



Planning, Development & Transportation

Community Development & Neighborhood Services

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CERTIFICATE OF APPROPRIATENESS – Minor Alteration (No Application Required)

ISSUED: October 3, 2019

EXPIRATION: October 3, 2020

Jennings Holdings, LLC
3621 Richmond Drive
Fort Collins, CO 80526

Dear Property Owner:

This letter provides you with confirmation that the proposed **in-kind roof replacement** to your designated Fort Collins landmark property has been approved by the City's Historic Preservation Division (HPD) because the proposed work appears to be:

- A routine repair or in-kind replacement with minimal effects to the historic resource, and;
- Meets the criteria and standards in Chapter 14, Article IV of the Fort Collins Municipal Code.

Notice of the approved application has been provided to building and zoning staff to facilitate the processing of any permits that are needed for the work. Please consider National Park Service Preservation Brief #4, [Roofing for Historic Buildings](#) during your project.

Please note that work beyond that indicated in your permit application/correspondence requires additional approval. Items requiring further approval include, but are not limited to, the following activities:

- Work affecting, or repair of, a chimney.
- Repair or replacement of historic decorative or functional features on or near the roof, such as fascia, purlins, brackets, eaves, gutters, and dormers
- Replacement of substructure to the roof, such as sheathing/decking, rafters, or trusses.
- Installation of roof insulation above the sheathing that will result in more than a 2-inch increase in the roof height.
- Addition of new rooftop features including skylights, dormers, and new vents.

If the approved work is not completed prior to the expiration date noted above, you may apply for an extension by contacting staff at least 30 days prior to expiration. Extensions may be granted for up to 12 additional months, based on a satisfactory staff review of the extension request.

If you have any questions regarding this approval, or if I may be of any assistance, please do not hesitate to contact me. I may be reached at jbertolini@fcgov.com or 970-416-4250.

Sincerely,

Jim Bertolini
Historic Preservation Planner