



Historic Preservation Services

Community Development & Neighborhood Services

281 North College Avenue
P.O. Box 580
Fort Collins, CO 80522.0580

970.416.4250

preservation@fcgov.com

fcgov.com/historicpreservation

CERTIFICATE OF APPROPRIATENESS – Minor Alteration

ISSUED: April 5, 2022

EXPIRATION: April 5, 2023

ATTN: Anna Russo
Transport & Parking Services
City of Fort Collins
215 N Mason Street
Fort Collins, CO 80521

Dear Property Owner:

This letter provides you with certification that proposed work to your designated Fort Collins landmark property, the Colorado & Southern Railroad Freight Depot at 250 N. Mason Street has been approved by the City's Historic Preservation Division (HPD) because the proposed work appears to be routine in nature with minimal effects to the historic resource, and meets the requirements of Chapter 14, [Article IV](#) of the Fort Collins Municipal Code.

The alterations reviewed include:

- Sign on west elevation near entry
 - *Condition 1: Anchor screws/bolts will be into mortar joints, not brick faces, to avoid long-term damage to the masonry*
 - *Note 1: A small gap for ventilation is recommended between the sign and brick wall face to avoid moisture build-up behind the sign.*

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 note that work beyond that indicated in your permit application/correspondence requires additional approval.

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
Senior Historic Preservation Planner

SIGN PERMIT APPLICATION

SUBMITTAL REQUIREMENTS:

- ELECTRONIC SUBMITTALS ONLY - EMAIL zoning@fcgov.com *Please collate application and drawings into one PDF document*
- ALL SIGN PERMIT APPLICATIONS MUST BE ACCOMPANIED BY DETAILED DRAWINGS INDICATING SITE LOCATION & DIMENSIONS

Address (unit/suite #): _____ Date: _____
Business/Tenant Name: _____ Valuation (materials & labor): _____

SIGNS TO BE INSTALLED

WALL SIGNS-TYPES: FLSW-flush wall, INDL-individual letter

TYPE	TEXT	DIMENSIONS H x W x D (in feet)	SIGN AREA	DIRECTION N, S, E, W	ILLUMINATED YES / NO

RACEWAY MAY NOT EXCEED 50% OF THE AVERAGE HEIGHT OF ATTACHED LETTERS AND/OR SHAPES

GROUND SIGNS-TYPES: MNMT-monument, POLE, DTLN-drive-thru lane

TYPE	TEXT	SIGN AREA	OVERALL HEIGHT *FROM FLOWLINE OF ADJACENT STREET* *INCLUDE STREET TO WHICH SIGN IS ADJACENT*	ILLUMINATED YES / NO

ALL GROUND SIGN APPLICATIONS MUST INCLUDE SITE PLAN WITH DISTANCE TO PROPERTY LINE

OTHER SIGNS-TYPES: AWNG, PRFN – fin signs (projecting wall), CNPY – canopy, SDRF – secondary roof

TYPE	TEXT	DIMENSIONS H x W x D (in feet)	SIGN AREA	DIRECTION N, S, E, W	ILLUMINATED YES / NO

ROOM FOR ADDITIONAL SIGNS ON NEXT PAGE

CONTRACTOR NAME: _____ CONTRACTOR LIC. #: SG- _____ PHONE #: _____

APPLICANT SIGNATURE: _____ EMAIL ADDRESS: _____

*SIGN PERMITS MAY BE ISSUED TO LICENSED SIGN CONTRACTORS, PROPERTY OWNERS OR APPLICANTS WHO HAVE THE WRITTEN CONSENT OF THE OWNER
 **SIGN PERMITS MAY NOT BE ISSUED IF CONTRACTOR LICENSE IS OUT OF DATE. CONTACT contractor_licensing@fcgov.com FOR LICENSE STATUS

