



## 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](mailto:preservation@fcgov.com)

[fcgov.com/historicpreservation](http://fcgov.com/historicpreservation)

**CERTIFICATE OF APPROPRIATENESS  
AND  
LANDMARK REHABILITATION LOAN AWARD NOTICE  
ISSUED: October 13, 2022  
EXPIRATION: October 13, 2023**

Matthew & Nicole Ross  
1006 Laporte Ave  
Fort Collins, CO

Dear Property Owner:

Congratulations! We are pleased to inform you that your proposed project for which you applied for Landmark Rehabilitation Loan funding has been approved and awarded. This letter provides you with confirmation of Loan funding and that the proposed changes to your designated Fort Collins landmark property have been approved by the City's Historic Preservation Division because the proposed work meets the criteria and standards in Chapter 14, [Article IV](#) of the Fort Collins Municipal Code.

- 1) Repair and rehabilitation of 11 windows on the property exterior

#### Loan Funding Information

You have been approved for City Landmark Rehabilitation Loan Funding for up to **\$6,573** to support the qualified work items included in your application for the program related to this Certificate. Historic Preservation staff will follow up with you for any additional necessary details about project timeline, signing loan documents, or loan closing. While this loan award is made with FY2022 funding and expect the project will begin in the 2022 calendar year, the project timeline may extend into 2023 in order to complete the project.

#### Project Approval

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 all ensuing work must conform to the approved plans. Any non-conforming alterations are subject to stop-work orders, denial of Certificate of Occupancy, and restoration requirements and penalties.

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.

Property owners can appeal staff design review decisions by filing a written notice of appeal to the Director of Community Development & Neighborhood Services within fourteen (14) days of this decision. 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 [preservation@fcgov.com](mailto:preservation@fcgov.com), or 970-224-6078.

Sincerely,

Jim Bertolini  
Senior Historic Preservation Planner

<b>Applicable Code Standard</b>	<b>Summary of Code Requirement and Analysis (Rehabilitation)</b>	<b>Standard Met (Y/N)</b>
<b>SOI #1</b>	<i>A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships;</i>  <b>No change in use is proposed.</b>	<b>Y</b>
<b>SOI #2</b>	<i>The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.</i>  <b>Windows are a character-defining feature of this property. Their retention and repair meets this Standard.</b>	<b>Y</b>
<b>SOI #3</b>	<i>Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.</i>	<b>N/A</b>
<b>SOI #4</b>	<i>Changes to a property that have acquired historic significance in their own right will be retained and preserved.</i>	<b>N/A</b>
<b>SOI #5</b>	<i>Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.</i>  <b>The windows are a character-defining feature. Their repair and retention based on the rehabilitation levels established in NPS Preservation Brief 9, <i>The Repair of Historic Wooden Windows</i>, meets this Standard.</b>	<b>Y</b>

<b>SOI #6</b>	<p><i>Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.</i></p> <p><b>The project scope involves both routine maintenance and some stabilization of the windows on the property. The repair of existing historic windows meets this Standard.</b></p>	<b>Y</b>
<b>SOI #7</b>	<i>Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.</i>	<b>N/A</b>
<b>SOI #8</b>	<i>Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.</i>	<b>N/A</b>
<b>SOI #9</b>	<i>New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.</i>	<b>N/A</b>
<b>SOI #10</b>	<i>New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.</i>	<b>N/A</b>



## Design Review Application Historic Preservation Division

Fill this form out for all applications regarding designated historic buildings within the city limits of the City of Fort Collins. Review is required for these properties under Chapter 14, [Article IV](#) of the Fort Collins Municipal Code.

### Applicant Information

Applicant's Name	Daytime Phone	Evening Phone
------------------	---------------	---------------

Mailing Address (for receiving application-related correspondence)	State	Zip Code
--	-------	----------

Email

**Property Information** (put N/A if owner is applicant)

Owner's Name	Daytime Phone	Evening Phone
--------------	---------------	---------------

Mailing Address (for receiving application-related correspondence)	State	Zip Code
--	-------	----------

Email

### Project Description

Provide an overview of your project. Summarize work elements, schedule of completion, and other information as necessary to explain your project.

<hr/> <hr/> <hr/> <hr/> <hr/>
-------------------------------

#### The following attachments are REQUIRED:

- ☐ Complete Application for Design Review
- ☐ Detailed Scope of Work (and project plans, if available)
- ☐ Color photos of existing conditions

#### Reminders:

Complete application would need all of checklist items as well as both pages of this document.

Detailed scope of work should include measurements of existing and proposed.

*Please note: if the proposal includes partial or full demolition of an existing building or structure, a separate demolition application will need to be approved.*

*Additional documentation may be required to adequately depict the project, such as plans, elevations, window study, or mortar analysis. If there is insufficient documentation on the property, the applicant may be required to submit an intensive-level survey form (at the applicant's expense).*

**Detail of Proposed Rehabilitation Work (\*Required)**

If your project includes multiple features (e.g. roof repair and foundation repair), you must describe each feature separately and provide photographs and other information on each feature.

Feature A Name:	
Describe property feature and its condition:	Describe proposed work on feature:

Feature B Name:	
Describe property feature and its condition:	Describe proposed work on feature:

Use Additional Worksheets as needed.

## Required Additional information

The following items must be submitted with this completed application. Digital submittals preferred for photographs, and for other items where possible.

- ☐ At least one current photo for each side of the house. Photo files or prints shall be named/labeled with applicant name and elevation. For example, smitheast.jpg, smithwest.jpg, etc. If submitted as prints, photos shall be labeled
- ☐ Photos for each feature as described in the section "Detail of Proposed Rehabilitation Work". Photo files or prints shall be named or labeled with applicant name and feature letter. For example, smitha1.jpg, smitha2.jpg, smithb.jpg, smithc.jpg, etc.

Depending on the nature of the project, one or more of the following items shall be submitted. Your contractor should provide these items to you for attachment to this loan application.

- ☐ Drawing with dimensions.
- ☐ Product specification sheet(s).
- ☐ Description of materials included in the proposed work.
- ☐ Color sample(s) or chip(s) of all proposed paint colors.

☐ **Partial or full demolition** is a part of this project.

Partial demolition could include scopes such as taking off existing rear porches to create space for a new addition or removing an existing wall or demolishing a roof. If you are taking away pieces of the existing residence, you are likely undergoing some partial demolition.



\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date





## Landmark Rehabilitation Loan 2020 Program Application

### Applicant Information

Applicant's Name	Daytime Phone	Evening Phone
Mailing Address (for receiving loan-related correspondence)	State	Zip Code
Email		

### Property Information

Owner's Name(s) (as it appears on the Deed of Trust)	Landmark Property Address
--	---------------------------

### Project Description

Total Project Cost:	_____	Project Start Date:	_____
Loan Requested (up to	_____	Project Completion	_____
Match (50% or more of total):	_____		

Contractor Name	Address	Phone
(if you have additional contractors list them below)		

☐ Check if some of all of work is to be completed by owner

*Provide a summary of your project with the project elements and costs of each element. Project elements should be consistent with the attached Design Review Application.*

Project Element	Project Cost

## Required Additional information

The following items must be submitted with this completed application. Digital submittals preferred for photographs, and for other items where possible.

☐ **A completed Design Review Application** for the work being funded (and other work that may not be part of the loan request), including relevant photographs, building plans, and other supporting materials.

☐ **At least one detailed, itemized construction bid for each feature of your project.** Bids must include product details for replacement materials, a basic description of the repair/installation methodology that will be used, and a breakdown of labor and materials costs.



## Assurances

The Owner and Applicant hereby agree and acknowledge that:

- A. Loan recipients agree to supply at least an equal match to the requested loan amount.
- B. Funds received as a result of this application will be expended solely on described projects and must be completed within established timelines and without making unapproved changes to the scope of work or the contractors associated with the loan application.
- C. The subject structure must have local landmark designation or be a contributing structure in a local landmark district.
- D. Loan funds may be spent only for exterior rehabilitation of the structure.
- E. Matching funds may be spent for exterior rehabilitation/stabilization of the property, interior structural work, and/or the rehabilitation of electrical, heating or plumbing systems, including fire sprinkler systems in commercial buildings.
- F. Neither loan monies nor matching funds may be spent for the installation of or rehabilitation of signage, interior rehabilitation or decorations, building additions, or the addition of architectural or decorative elements which were not part of the original historic structure.
- G. All work must comply with the standards and/or guidelines of the City and the United States Secretary of the Interior for the preservation, reconstruction, restoration or rehabilitation of historic resources.
- H. Loan recipients must submit project for design review by the Landmark Preservation Commission and receive approval for loan funding before construction work is started.
- I. All work approved for loan funding must be completed even if partially funded through the Landmark Rehabilitation Loan Program.
- J. Loan recipients will receive disbursement of loan funds after all work has been completed and approved, receipts documenting the costs of the work have been submitted to the City, and physical inspection has been completed by the City.
- K. Loan recipients agree to place a sign, provided by the City, on the property stating that the rehabilitation of the property was funded in part by the City's Landmark Rehabilitation Loan Program for the duration of the rehabilitation work.
- L. The award and disbursement of this loan shall be governed by the provisions of the ordinance of the Council of the City of Fort Collins establishing the Landmark Rehabilitation Loan Program as an ongoing project of the City.
- M. The owner agrees to maintain the property after rehabilitation work has been completed.
- N. Loans are provided at zero percent interest. Upon successful completion and inspection of the project, loan recipients will be required to sign a Promissory Note and Deed of Trust to secure loan funds. Repayment will be required upon sale or transfer of the property, except for public and non-profit projects which are required to repay the loan within 5 years.

- O. Loans may be subordinated in second position below the property's mortgage. Subordination below second position will require the owner to demonstrate that the equity in the property exceeds its debt. If the property owner refinances the mortgage and receives cash or equity, the loan must be repaid in full at that time.

\_\_\_\_\_  
Signature of Applicant (if different than owner)



\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

## Affidavit-Restrictions on Public Benefits

*AFFIDAVIT Pursuant to section 24-76.5-103(4)(b), C.R.S.*

I \_\_\_\_\_, Swear or affirm under penalty of perjury under the laws of the State of Colorado that I am (check one of the following):

- ☐ A United States citizen;
- ☐ A Legal Permanent Resident of the United States; or
- ☐ Otherwise lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is by law because I have applied for a public benefit as defined by law. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute §18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received. If I checked the second or third option above, I understand that my lawful presence in the United States will be verified through the Federal Systematic Alien Verification of Entitlement Program (SAVE Program).

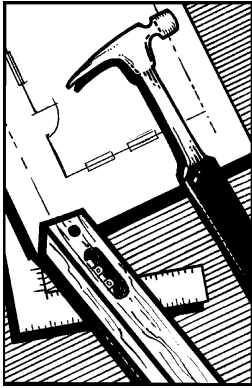
\_\_\_\_\_  
Printed Name of Legal Owner



\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date





# ESTIMATE

## Empire Carpentry LLC

PO Box 245  
Bellvue, Colorado 80512

Phone: (970) 493-3499  
Fax: (970) 493-2088  
[empire@verinet.com](mailto:empire@verinet.com)

**Date:** May 20, 2022

**TO:** Matthew Ross  
1006 Laporte Avenue  
Fort Collins, Colorado 80521

**Job Location:** 1006 Laporte Avenue Fort Collins, Colorado 80521

**Phone:** 719-650-2320  
**Email:** [matthew.r.v.ross@gmail.com](mailto:matthew.r.v.ross@gmail.com)

### Job Scope & Description: REV 1

1) Ten level 1 maintenance and one level 2 restoration of existing historic double hung and hopper wood windows to Secretary of Interior Standards, repair sashes frames and jambs as needed, re-glaze as needed. Replace ropes as needed, clean existing hardware as needed, replace missing hardware matching existing if possible.

Install weather stripping for six double hung windows using 1-1/4" standard rib metal with brush and bulb on mid-rail of upper and bottom lower rail of bottom sashes.

Install bronze or brass finished bulb type weather stripping to five hopper window sashes  
Finish paint / stain not included

**\$9,894.00**

2) Finish prep (minimal as needed) and apply one coat of interior finish to five windows and trim in front room

**\$3,252.00**

### NOT INCLUDED:

Building or parking permits, removing or installing window treatments, shop drawings. Any and all material, labor or services not specifically noted above in the scope and description.

**This estimate is for completing the job as described above. It is based on our evaluation and should not be taken as a fixed bid.**

**ESTIMATED JOB COST**  
Estimated by: Terry Schmitz

\$ 

SEE ABOVE
-----------

*General Contracting & Design - Residential & Commercial - Remodeling - Preservation*



