



## 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 – Minor Alteration**

**ISSUED: June 2, 2023**

**EXPIRATION: June 2, 2024**

Progressive Old Town Square LLC  
c/o Emalee Mayes, Tico's Roofing  
5 Old Town Sq., Ste. 216  
Fort Collins, CO 80524

Dear Property Owner:

This letter provides you with certification that proposed work to your designated Fort Collins landmark property at 7 Old Town Square 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:

- Reroofing (TPO membrane)

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. 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;
- Installation of roof insulation above the sheathing that will result in more than a 4-inch increase in the roof height;
- Addition of new rooftop features including skylights, dormers, and large 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 can be reached at [yjones@fcgov.com](mailto:yjones@fcgov.com) or at (970) 224-6045.

Sincerely,

Yani Jones, Historic Preservation Planner

## Fast Track Permits

3.

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**1. Job site address:**

7 Old Town Square

**2. Property owner name:**

Old Town Square Properties

**3. Property owner address:**

Street Address: : 5 Old Town Square  
City: : Fort Collins  
State: : CO  
Zip: : 80524

**4. Property owner phone number:**

Please enter phone number in XXX-XXX-XXXX format.

9702219332

**5. Project type:**

Commercial

**6. What type of commercial?**

Office

**7. Value of work (Labor and Materials)(\$):**

41478

**8. Type of permit:**

Roofing

*Please note: each individual appliance requires a separate application and permit.*

*Please note: each individual lot requires a separate application and permit.*

**Any project requiring more than one trade/license type requires an alteration permit. Stop work orders will be issued and existing permits withdrawn if permit application does not reflect the full scope of work. Please exit the survey and visit [our website](#) for instructions on submitting an alteration permit. Water heaters, furnaces, and air conditioners are exempt from this requirement.**

### 5. Gas/Wood Burning Appliances

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**New installations and conversions from wood-fired to gas-burning appliances are considered alteration permits. Please ensure you provide proper subcontractor information for your scope of work.**

### 9. Roofing

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**9. Manufacturer of materials:**

mule hide

**10. Number of squares:**

45

**11. Number of stories:**

1

**12. What type of material is being removed?**

No material is being removed.

**13. How many layers are being removed?**

No layers are being removed.

14. Is it a flat roof (less than 2:12 pitch)?

Yes

15. Are you tearing off existing roofing materials to the decking?

No

16. Contractor company name:

Rusty Bucket LLC

17. Contractor company address:

po box 1326

18. Contractor phone number:

9705661884

19. Contractor company email:

ticosroofing@hotmail.com

20. License number:

r-3641(+)

21. Certificate number:

4018-R(+)

22. Work performed by:

Payroll Employees

23. Additional Information if applicable:

TPO Overlay. 1 layer. No layers being removed

Previously used calculation: Material values: for Asphalt Shingles, 292 lbs per square; for Wood Shake, 228 lbs per square; and for Metal 190 lbs per square. Formula: # squares (q. 80) x Material (q. 82) x layers (q. 84).

New calculation: Weight (Total Lbs.) =  $X \times (496.93e^{-.015X})$

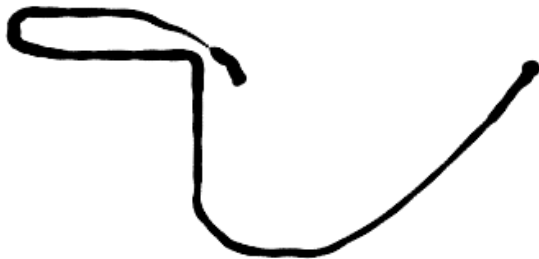
X = number of squares

\*Layers don't matter. Removed this question.

## 10. Review

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24. I hereby acknowledge that I have read this application and state that the above information is complete and correct. I agree to comply with all requirements contained herein and city ordinances and state laws regulating building construction. I know that a permit is not valid until it has been paid and issued.



Signature of: emalee mayes

Date Signed:

06/01/2023

25. Please include an email address to receive a confirmation and a copy of your answers.

ticosroofing@hotmail.com

## 11. Thank You!

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Thank you for submitting. Please note that this process may take up to 72 hours to complete.

To submit another over the counter application, click [here](#).