



Historic Preservation Services
Community Development & Neighborhood Services
281 N. College Ave.
Fort Collins, CO 80524
970.224.6078
preservation@fcgov.com
fcgov.com/historicpreservation

CERTIFICATE OF APPROPRIATENESS – Minor Alteration

ISSUED: August 15, 2025

EXPIRATION: August 15, 2026

Arness Properties, LLC
c/o Heidi Hixon, A.J. Shirk Roofing, LLC
330 N. Lincoln Ave., Ste. 110
Loveland, CO 80537

Dear Property Owner:

This letter provides you with certification that proposed work to your designated Fort Collins landmark property, 218 Walnut St., 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 (flat roof – GAF PVC 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; (note: uncovered portions at the eave should be covered with plain fascia or drip edge);
- Addition of new rooftop features including skylights, dormers, and large new vents (note: no further review is needed to install standard edge, ridge, or "turtle" vents required for meeting ventilation standards on new roofs).

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 or at (970) 224-6045.

Sincerely,

Yani Jones, Historic Preservation Planner

Fast Track Permits

3.

Beginning on Monday, October 9th, you have the option to pull one permit for multiple appliances of the same kind.

Multiple furnaces and air conditioners can be included on one mechanical permit.

Multiple water heaters can be included on one water heater permit.

Water heaters and furnaces may NOT be included on the same permit.

A \$65 fee per appliance will be assessed.

1. Job site address:

218 Walnut St

2. Property owner name:

Arness Properties LLC

3. Property owner address:

Street Address: : 218 Walnut St

City: : Ft.Collins

State: : CO

Zip: : 80524

4. Property owner phone number:

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

970-481-6231

5. Project type:

Commercial

6. What type of commercial?

Restaurant

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

40.000.

8. Type of permit:

Roofing

As of October 9th, 2023 multiple appliances of the same type (ex: furnaces, air conditioners or multiple water heaters) can be installed on the same permit. A \$65 per appliance fee will still be assessed.

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

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.

11. (untitled)

Include all contractors necessary for your scope of work. Applications without proper contractors listed will be rejected.

12. Roofing

9. Manufacturer of materials:

GAF PVC

10. Number of squares:

76

11. Number of stories:

1

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

Yes

13. What new roofing materials are being installed?

GAF PVC

14. How many layers are being removed?

1

15. What type of material is being removed?

Other

16. Which landfill will the material likely be disposed in?

Larimer County Landfill

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

Yes

18. How many layers are there?

1

19. Is there existing insulation?

No

20. Will any insulation be removed/replaced?

No

21. Contractor company name:

A.J. Shirk Roofing LLC

22. Contractor company address:

330 N Lincoln Ave #110

23. Contractor phone number:

9706696999

24. Contractor company email:

ajshirkroofing@msn.com

25. License number:

R-1588

26. Certificate number:

1652-R

27. Work performed by:

License/Certificate Holder

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.**

13. Review

29. 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: Heidi Hixon

Date Signed:

08/14/2025

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

ajshirkroofing@msn.com

14. Thank You!

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](#).