



Design Review Small Project Application

Project Address: _____

Designated Fort Collins Landmark Listed on State Register/National Register of Historic Places

Applicant Name: _____

Email Address: _____

Phone Number: _____

Owner Name: _____

Owner Email Address: _____

Owner Phone Number: _____

1. Applicant completes the application with a complete description, sketch, and photographs.
2. Applicant submits completed form. Any other information that describes the proposal may also be submitted.

By Email: Send to preservation@fcgov.com. Electronic submission should include PDF with the completed form (“youraddress-app.pdf”). Include address of property in subject line of email. File size should not exceed more than 25 MB combined.

In person: Development Review Center, 1st floor, 281 North College Avenue, 9:00am – 4:00pm, Monday – Friday excluding holidays.

3. Historic Preservation staff reviews the application. If approved, Historic Preservation staff will issue a Certificate of Appropriateness and email the applicant a copy of the fully approved application and certificate. Please note: some applications may require further review. Landmark staff will contact applicant when these situations arise.

Detailed description of work should include dimensions, material specifications (including color), method of installation, and details of existing conditions. Every application must include photographs of existing conditions of property.



<p>Detailed Description of Project Scope: (required for all proposed work-please attach separate sheet if necessary)</p>	<p>Diagram or Site Plan (show street, lot, building) (NOT required for reroofing, but required for all other scopes of work)</p>
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By signing below, I attest that no additional exterior work or window replacement will occur under this application.

Applicant Signature: _____ Date: _____