



Historic Preservation Services
Community Development & Neighborhood Services
281 N. College Ave.
P.O. Box 580
Fort Collins, CO 80522.0580
970.224.6078
preservation@fcgov.com
fcgov.com/historicpreservation

2025 Landmark Rehabilitation Loan Application

Loan application materials will undergo concurrent loan eligibility review and Landmark Design Review, as described under [Municipal Code Chapter 14](#).

Loan applications will be accepted until funds are depleted.

Applicant Information

Applicant Name	Daytime Phone	Evening Phone
Mailing Address (for loan correspondence)	State	Zip Code
Email		

Property Information

Owner Name(s) (for Deed of Trust)	Landmark Property Address
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Project Description

Total Project Cost: _____

Loan Request (up to \$7500 or 50% of total, whichever less): _____

Match (50% or more of total): _____

Estimate Project Start Date: _____

Estimated Project Completion Date: _____

Contractor Name (if you have additional contractors, please list under the Detailed Scope of Work)	Phone	Email
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☐ Check if some or all of the work is to be completed by the owner



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Briefly identify each project element and its cost below. Project elements should match those described in your attached materials and in the Detailed Scope of Work.

Project Element	Cost

Required Attachments:

- ☐ **Detailed, itemized bid for each element of your project**
Bid should include basic description of repair/installation methodology, breakdown of labor and costs, and other supporting materials as needed/applicable.
- ☐ **At least one current photo of each side of the building**
Name/label with the property address and elevation.
- ☐ **Photo(s) of work area(s) existing conditions**

Depending on the nature of the project, one or more of the following items must also be submitted:

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



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Detailed Scope of Work

Attach additional pages as needed.

Project Element:	
Describe the existing condition:	Describe the proposed work:

Project Element:	
Describe the existing condition:	Describe the proposed work:

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, except as specifically allowed in the valid Landmark Rehabilitation Zero-Interest Loan Program Guide.
- 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 Historic Preservation Commission or Staff 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. If requested by City Staff, 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.

- 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.

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