

HISTORIC LANDMARK



Historic Landmark Property Nomination and Alterations Packet

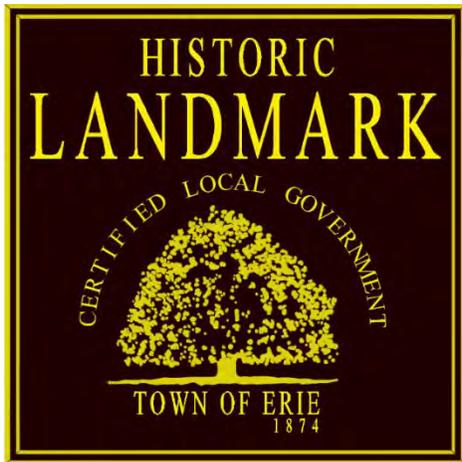
**Historic Landmark Properties Nomination Form
Historic Landmark Properties Nomination and Alterations User's Guide
Statement of Historic Significance
Certificate of Appropriateness Form**

EHPAB



645 Holbrook Street, Erie, CO 80516
303-926-2770
www.erieco.gov

“Historic Preservation is the Ultimate in Recycling”



Site _____

HISTORIC LANDMARK PROPERTY NOMINATION FORM

Owner(s) of Property (Site): _____

NOTE: Only the owner(s) of properties can nominate the property. (Resolution 11-113 3-3-8) If there are multiple owners, list the principal owner first for contact purposes. List all owners of interests in the property and use the exact name(s) as it appears on the recorded Title.

Street _____ **City** _____ **State** ____ **Zip** _____

Phone _____ **Email** _____

Historic Name of Property: (if applicable) _____

Address of Property _____

Structure(s) on the Property being nominated _____

NOTE: List all that are applicable: i.e., house, commercial building, church, barn, garage etc.

Exclude structures not part of the nominated structure but are now located on the property (site).

Description of Property (site):

1. **Legal: Lot** _____ **Block** _____ **Subdivision** _____
(If applicable, attach a separate sheet with a metes and bounds description)

2. **Describe fences, ground features, streams, wells, septic tanks, drainage ditch, leech field, swale, etc. Date any manmade features.**

Use of Property:

Historic: _____

Current: _____

Year of Construction: _____

Years(s) of Exterior Remodeling (if known): _____

Statement of Significance:

Historic Landmarks must be at least fifty (50) years old and meet, among others, one or more of the criteria for Architectural, Social/Historic, or Geographic/Environmental significance as described below. A Historic Landmark may be exempt from the age standard if it is found to be exceptionally important to other significant criteria. (Town of Erie, Ordinance No. 28-2010, Series of 2010, Section 3-3-19 Criteria for Designation).

A historic property/site shall meet one or more of the following criteria:

Check as many as apply

_____ **A. Architectural:** The property or structure has distinctive characteristics of a type, period, and method of construction or artisan.

- Exemplifies specific elements of an architectural style or period.
- Example of the work of an architect or builder who is recognized for expertise nationally, state-wide, regionally, or locally.
- Demonstrates superior craftsmanship or high artistic value.
- Represents an innovation in construction materials or design.
- Style particularly is associated with Erie area.
- Represents a built environment of a group of people in an era of history that is culturally significant to Erie.
- Pattern or grouping of elements representing at least one of the above criteria.
- Significant historic model.

_____ **B. Social/Historic:** The property or structure is associated with events or persons that have made a significant contribution to history.

- Site of a historic event that had an effect on society, community or event in the area's development.
- Exemplifies cultural, political, economic or social heritage of the community or a particular ethnic group.
- Associated with a notable person(s) or the work of a notable person(s).
- A unique example of an event in Erie's history

- Demonstrates potential to make an important contribution to the knowledge of the area's history or prehistory.
- An association with an important event in the area's development.

C. Geographic/Environmental:

- Enhances the sense of identity of the community, or is geographically or regionally important.
- Exhibits an established and familiar natural setting or visual fixture of the community.

Architectural Narrative:

Verbally describe the **exterior** existing conditions, characteristics and alterations of the structure with emphasis on describing character defining features as defined by the *Secretary of the Interior's Standards for the Treatment of Historic Properties*:

“Character-defining elements include the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment.”

<http://www.nps.gov/tps/how-to-preserve/briefs/17-architectural-character.htm>

Description:

Describe the structure(s) in detail and attach it to this form.

1. General characteristics: number and use of interior rooms, number of stories, construction materials (brick, wood, etc.) roof shape and structural system.
2. Specific features: porches, windows and doors, walls, chimney, dormers, etc.
3. Important decorative elements: finials, pilasters, bargeboards, brackets, half-timbering, sculptural relief, balustrades, corbelling, cartouches, murals, mosaics, etc.
4. Major alterations with dates (if known).
5. Any serious deterioration from neglect, lack of use, weather, age, etc.
6. If the structure was moved, when, why and how was it moved? Did changes take place in the structure as a result of the move?
7. If the structure was restored or reconstructed when was it done? How accurately was it historically restored?

Historical Narrative:

Explain the historic significance of the property (site) or structure(s). Use a separate sheet for the present history of the structure(s) and attach it to this form. Be as detailed as possible as to construction, use, persons who were/are associated with the structure through time, significant events involving the structure(s), etc. The exterior details of the structure are the important details needed, but include interior details if they enhance understanding of exterior features.

Photos:

Submit digital color images @ minimum 300 dpi (dots per inch) or photos from all four (4) sides of the exterior of the structure. Label and date each photo. All materials submitted will be part of this nomination form.

Bibliography:

On a separate sheet(s), list books, articles, websites and other materials used in preparing this form.

Signature of Applicant/s _____

Date _____

Email digital PDF (or postal mail/deliver in person) completed form with signature and attachments to:

Town of Erie c/o Community Development Department
Attn: R. Martin Ostholthoff
645 Holbrook St.
P.O. Box 750
Erie, CO 80516
mostholthoff@erieco.gov

HISTORIC LANDMARK PROPERTY NOMINATION and ALTERATIONS

User's Guide



**Town of Erie
Historic Preservation Advisory Board c/o
Community Development Department
645 Holbrook Street
PO Box 750
Erie, Colorado 80516**

**Tel – (303) 926.2770
Fax – (303) 926.2706**

EHPAB



**ERIE HISTORIC PRESERVATION
ADVISORY BOARD**

This document is available on our web site. Go to www.erieco.gov
Click on Government>Boards and Commissions>Historic Preservation>Nomination Procedure

02/01/2011 Rev. 06/10/2016

HISTORIC PRESERVATION

Purpose of this User's Guide

The purpose of this User's Guide is to assist in applying for historic landmarks status for your property and for preserving the historic landmark status of your property when you need to modify your property during repairs or remodeling. Section One deals with historic Landmarking and Section Two deals with altering historic landmark properties.

Detailed procedures can be found in Ordinance No. 28-2010, Series of 2010. Any real or perceived discrepancy between any part of this User's Guide and any provision of the above Ordinance shall be resolved in favor of the Ordinance.

SECTION ONE-LANDMARKING HISTORIC PROPERTIES

Purpose of Historic Preservation

The Town of Erie wishes to designate, preserve, protect, enhance and perpetuate those sites, structures and objects which reflect outstanding elements of the town's cultural, artistic, social, ethnic, economic, political, architectural, historic, technological, institutional or other heritage. Such designation and preservation ground the town in its past, arouse interest in how its present came to be, and assist in assuring its future through showcasing such sites, structures and objects to residents and visitors.

What is preserved and protected by Historic Preservation

The external aspects of structures are the elements preserved and protected. The internal spaces and uses of structures are not covered by the processes and elements of Historic Preservation.

Nominations: Who may nominate sites, structures or objects for Historic Preservation

Only the owner(s) may nominate sites, structures or objects for Historic Preservation. All persons, real or corporate, who own interests in the subject properties, must consent to nomination.

Nominations: Process by which sites, structures or objects are designated as historic landmark

1. If you are the owner(s) of sites, structure or objects that you believe have historic significance and you want to secure landmark status for them, it would be helpful if you first discussed the idea with a member of the Historic Preservation Advisory Board (HPAB). Members are very happy to meet with you for that purpose. Arrangements can be made through the Community Development Department of the Town of Erie. The next step would be filling out an application, available on line at www.erieco.gov. Link Community Development-User's Guide-Historic Preservation, or from the office of the Community Development Department in Town Hall. You may fill out the application without first meeting with an HPAB member if you wish.
2. The nomination application calls for a great deal of information to be provided. If your property was one of the properties surveyed in the survey conducted for the Town by Front Range Research Associations in 2009-2010, most of that information can be found in the Architectural Inventory Form produced on your particular property. If you no longer have that report, it can be obtained from the Town Clerk's office. You should attach a copy of that report to your completed nomination application.
3. If your property was not involved in the survey, information must come from the best possible source.
4. Page 1 of the nomination application calls for the name of the owner(s) of the nominated structure, contact information and some information about the structure.
5. Page 2 of the nomination application calls for detailed information about the nominated property.
 - a. Historic Narrative

This part of the application calls for a straight-forward history of the structure: its original and subsequent uses, major events affecting the structure (fires, extensive repairs or alterations, the people who owned and used the structure over time, and the like. It is not the purpose of this section to comment upon the historic significance of this material. Use the most reliable sources you can: county records, newspaper items, photos. You may add family stories and folklore, but be careful to identify these sources as speculation.
 - b. Description

This part of the application calls for a detailed written description of the structure as it is now. It also calls for discussion of major changes in the structure, if any, over time. Use county records and written accounts where possible. The exterior details of the structure are the important details needed, but include interior details if they enhance understanding of exterior features.
 - c. Photos of the current structure

Provide recent photos to show every aspect of the exterior of the structure. At the minimum, one photo of each of the four sides is required. Please label and date each photo. These photos become part of the application and will not be returned.
 - d. Description of Property

Usually, a lot and block number and a subdivision name will legally identify your

property. However, if the deed to your property describes it in metes and bounds, supply this description in an attached separate sheet. Then follow the application instruction concerning unusual or major ground features of your property.

e. General Significance of Structure or Property

To finish this section, you merely need to check the category or categories that apply to your structure. However, before you make your choices, you should examine carefully the detailed list of possible historic characteristics found in the Statement of Historic Significance Criteria attached to the application. This should also give you useful ideas for the Statement of Significance below.

f. Statement of Significance

This section contains your detailed case for historic significance. Read carefully the Statement of Historic Significance Criteria attached to the application. It comes directly from the ordinance, and it spells out in some detail the kinds of events, people, architectural elements or other characteristics that may make your structure historically significant. But each case will have different particular elements, and the Town of Erie needs to know in detail what happened with your structure. To the extent possible, document your statements with good evidence. Family stories and folklore can be used, but they are not very good evidence unless backed up with photos, published information and the like. Use as many separate sheets as you need to make your case.

g. Bibliography

Follow the instruction on the application.

h. Optional Information

Follow the instruction on the application

Nominations: Processes of the Historic Preservation Advisory Board

Reference, Section 3-3-8 of Ordinance 28-2010. When you have filed your completed application with the Office of Community Development, it will be forwarded to the Erie Historic Preservation Advisory Board. A member of the Board will contact you and set up an appointment to meet with you to explain the effects of the designation of historic structure or property. If you continue to desire the historic landmark designation, the Advisory Board will examine your application. The Board must conclude its review within 45 days, and in no more than 15 days after its conclusion, it must adopt its findings and conclusions. The time deadlines can be extended but only with your agreement. It then recommends to the Board of Trustees that your application be approved, modified or disapproved. The Advisory Board does not make the final decision on your application.

Nominations: Processes of the Board of Trustees

Reference, Section 3-3-9 of Ordinance 28-2010. No more than 45 days after the Advisory Board adopts its findings and conclusions and sends its report to the Board of Trustees, the latter will hold a public hearing. This will allow you to add any information or opinion to your original application as well as to comment on the findings and conclusions of the advisory board. Other persons could also be allowed to comment. The Board of Trustees will then have from

30 to 45 days in which to reach a final decision. These periods can be extended by the Board of Trustees, but only with your consent.

Official Notice of the Designation

If the Board of Trustees designates your property as a historic landmark, this decision will be forwarded to the community development director who will officially notify you. He will also cause a copy of the decision to be recorded in the records of either Boulder or Weld County, whichever is appropriate. The community development director will maintain a list of officially landmarked properties in his office.

SECTION TWO-MODIFYING, MOVING OR DEMOLISHING HISTORIC PROPERTIES

Certificate of Appropriateness

If the owner of a historically landmarked structure wishes to modify it with new construction or repair it, he may do so if the changes are done in a historically appropriate manner. He may move his structure under certain conditions designed to maintain the historic character of the structure. He may demolish his structure if, for several reasons, it is no longer feasible or possible to maintain the integrity or safety of the structure. Decisions concerning these matters are made during the process of application for a certificate of appropriateness. When the owner applies for a building permit to accomplish any of the above outcomes, he must also apply for a certificate of appropriateness.

Page 2 of the nomination application calls for detailed information about the nominated property.

The Historic Preservation Advisory Board will review an application for a certificate of appropriateness within 60 days of the date of its filing. Within 30 days of ending its review, the Advisory Board will issue a written report of its findings and conclusions and recommend that the application be approved, modified and approved or disapproved. These recommendations will be forwarded to the Board of Trustees.

Appropriateness: Procedures of the Historic Preservation Advisory Board–Moving or Demolishing a Structure

In addition to the procedures for considering repairs and modifications, the Historic Preservation Advisory Board may extend its review period by up to 90 days in the cases of moving or demolishing historic structures if the original application does not meet the criteria for such actions. This period is invoked to encourage both the Advisory Board and the applicant to seek alternative solutions to the original application.

Appropriateness: Procedures of the Board of Trustees

The Board of Trustees will review an application for a certificate of appropriateness within 60 days of receipt of the Advisory Board report and recommendations. Within 30 days of ending its review, the Board of Trustees will reach a decision approving or denying the application. The Board of Trustees, when approving an application, may set a time limit in

which the owner must apply for a building permit that is compatible with the Certificate of appropriateness. If the Board of Trustees approves the application, the Community Development Director will issue the certificate of appropriateness to the owner. If the Board of Trustees denies the application, then no person may submit a new application for a certificate that is the same or substantially the same as the denied application for a period of one (1) year after the date of the denial.

Criteria for Approval of Certificate of Appropriateness: Repairs and Modifications

In reaching all decisions concerning applications for certificates of appropriateness of repairs and modifications, the Historic Preservation Advisory Board and the Board of Trustees will apply the following criteria:

A. For repairs, modification or new construction:

1. The effect on the general historic and architectural character of the structure and property;
2. The architectural style, arrangement, texture and material used in the existing and proposed structures and their relation to and compatibility with other structures;
3. The size of the structure, its setbacks, location, and the appropriateness thereof when compared to existing structures and the site;
4. The compatibility of accessory structures and fences with the main structure on the site, and other structures;
5. The effects of the proposed work in creating, destroying or otherwise impacting the exterior architectural features of the structure upon which such work is done.
6. The condition of existing improvements and whether they are a hazard to public health and safety;
7. The effects of the proposed work on the protection, enhancement, perpetuation of the use of the property; and,
8. Compliance with the United States Secretary of the Interior's "Standards for Rehabilitation.

B. For relocating a structure:

1. Concerning the original site of the structure:
 - a. Documentation showing the structure cannot be rehabilitated or reused on its original site to provide for any reasonable beneficial use of the property;
 - b. The contribution the structure makes in its present setting;

- c. Whether plans are specifically defined for the site to be vacated, and have been approved by the Town Administrator;
 - d. If the structure can be moved and re-sited without significant damage to its physical integrity, and the applicant can show the relocation activity is the best preservation method for the character and integrity of the structure; and,
 - e. Whether a structural report submitted by a licensed structural engineer adequately demonstrates the soundness of the structure proposed for relocation.
2. Concerning the proposed new location of the structure:
- a. Whether the building or structure is compatible with its proposed site and adjacent properties, and if the receiving site is compatible in nature with the structure or structures proposed to be moved;
 - b. The structure's architectural integrity and its consistency with the character of the neighborhood;
 - c. Whether the relocation of the structure would diminish the integrity or character of the neighborhood of the receiving site; and,
 - d. If a relocation plan has been submitted and approved by the Town Administrator to ensure the safe relocation, preservation and repair of the structure, site preparation and infrastructure connections as provided in applicable codes of the town.
3. The town may require that you post a performance bond for the purpose of ensuring that the relocated structure is re-established on its new site according to town codes.

C. For demolition of a structure:

1. For total demolition:
- a. The structure proposed for demolition is not structurally sound despite evidence of the owner's efforts to maintain the structure;
 - b. The structure cannot be rehabilitated or reused on site to provide beneficial use of the property;
 - c. The structure cannot be practically moved to another site in the town; and,
 - d. The applicant demonstrates that the proposal mitigates to the greatest extent possible that:
 - 1) Any impacts that occur to the visual character of the neighborhood where demolition is proposed to occur;
 - 2) Any impact on the historic importance of the structure or structures located on the property and adjacent properties;

- and,
- 3) Any impact to the architectural integrity of the structure or structures located on the property and adjacent properties.

2. For partial demolition:

- a. The partial demolition is required for the renovation, restoration or rehabilitation of the structure; and,
- b. The applicant has mitigated, to the greatest extent possible, and at the applicant's own cost:
 - 1) Impacts on the historic importance of the structure or structures located on the property;
 - 2) Impacts on the architectural integrity of the structure or structures located on the property.

Exemptions for Economic Hardship and for Health and Safety Hardship

If the Board of Trustees denies an application for a certificate of appropriateness, the owner of the landmarked structure may request an exemption either for economic hardship or for health and safety hardship.

A. Economic hardship:

The exemption can be granted if the owner can demonstrate that he is unable to obtain a reasonable return on his investment.

B. Health and safety hardship:

The exemption can be granted if the owner can demonstrate that to apply the criteria for appropriateness would cause a situation that would be substantially inadequate to meet the owner's needs because of health or safety issues that were not created by action or inaction of the owner.

Process of the Board of Trustees for Determining Exemptions

The owner may request an exemption based on the above criteria by applying to the Board of Trustees, submitting documentation of his reasons. The Board of Trustees will proceed to review and make decisions on exemptions using the same processes as it uses for review of original applications for certificates of appropriateness. No consideration by the Historic Preservation Advisory Board is needed.

STATEMENT OF HISTORIC SIGNIFICANCE CRITERIA

The following statement sets forth the criteria for historic significance found in Erie Ordinance No. 28-2010, Series of 2010. Your structure or property must exhibit at least one of the criteria listed below. In your narrative, please comment on as many of these criteria as your structure or property exhibits. Refer to these criteria by number and/or by using the exact language contained in the statement below. An example might be "My house exemplifies specific elements of an architectural style or period. A.1.a). 1)."

Statement

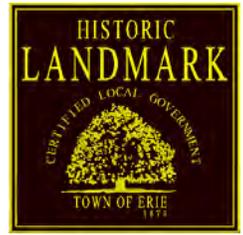
- A. Historic Landmarks: Historic landmarks must be at least fifty (5) years old and meet, among others, one or more of the criteria for architectural, social/historic, or geographic/environmental significance as described below. An historic landmark may be exempt from the age standard if it is found to be exceptionally important to other significant criteria.
1. Historic sites shall meet one or more of the following criteria:
 - a). Architectural criteria:
 - 1). Exemplifies specific elements of an architectural style or period;
 - 2). Example of the work of an architect or builder who is recognized for expertise nationally, state-wide, regionally, or locally;
 - 3). Demonstrates superior craftsmanship or high artistic value;
 - 4). Represents an innovation in construction materials or design;
 - 5). Style particularly association with Erie or one of its neighborhoods;
 - 6). Represents a built environment of a group of people in an era of history;
 - 7). Pattern or grouping of elements representing at least one of the above criteria; or
 - 8). Significant historic remodel.
 - b). Social/historic criteria:
 - 1). Site of a historic event that had an effect on society or the community;
 - 2). Exemplifies cultural, political, economic, or social heritage of the community; or
 - 3). Associated with a notable person or the work of a notable person.
 - c). Geographic/environmental criteria:
 - 1). Enhances sense of identity of the community; or

- 2). An established and familiar natural setting or visual fixture of the community.
2. Archeological sites (historic and prehistoric) that meet one or more of the following criteria:
 - a). Architectural criteria:
 - 1). Exhibits distinctive characteristics of type, period or manner of construction, or
 - 2). A unique example of structure.
 - b). Social/historic criteria:
 - 1). Demonstrable potential to make an important contribution to the knowledge of the area's history or prehistory;
 - 2). An association with an important event in the area's development;
 - 3). An association with a notable person(s) or the work of notable person(s);
 - 4). A typical example/association with a particular ethnic group, or
 - 5). A unique example of an event in Erie's history.
 - c). Geographic/environmental criteria:
 - 1). Geographically or regionally important.

Box below for office use only

Date Received:
Site Address:

Office Mailing Address
 Town of Erie
 Community/Planning Department
 Attn. Erie Historic Preservation Advisory Board
 645 Holbrook Street
 P.P. 750
 Erie, Colorado 80516
 (email) townclerk@erieco.gov



Certificate of Appropriateness Application Form

Property Address:

Applicant: _____

Owner: _____

Mailing Address: _____

Mailing Address: _____

Phone: _____

Phone: _____

E-Mail: _____

E-Mail: _____

Please check if this is primary contact person

Please check if this is primary contact person

Description of Proposed Work: _____

Type of Work: (Check all that apply)

- New Construction:** Construction of a new building, additions, garages, sheds, etc.
- Renovation work:** includes, but is not limited to, all exterior changes to an existing building, windows, doors, roofing, etc.
- Sitework:** Adding landscape features (walks, patios, fencing, retaining walls, etc.)
- Signage:** Installation of a sign on a building or site.
- Demolition:** Removal of any building feature(s) or the razing of any structure (s).
- Other:** _____.

Owner's Signature: _____ Date: _____

By signing this application, I acknowledge that I have reviewed the proposed scope of work and am Responsible for compliance with any Certificate of Appropriateness or Overlay Permit issued for this project. (Owner's Original signature is required for all applications.)

Applicant's Signature: _____ Date: _____

I hereby certify that the proposed work is accurately described and authorized by the owner of record, and I am acting on behalf of the owner to make this application as the authorized agent.

→ See next page for Certificate of Appropriateness Submission Requirements

Submission Requirements for Certificate of Appropriateness Form

Your application may require certain drawings. Each application is different and, therefore, may have different drawing requirements. These drawings will help the Historic Preservation Advisory Board (HPAB) understand your proposal. A board member of the HPAB can meet with you to determine which items in the checklist below should be submitted for the Board review.

Once it is determined what should be submitted, the application should be sent to the Community/Planning Department, along with those items, by the application deadline. Additional materials may be requested at any point during the process to insure the HPAB has adequate information for review. **If materials requested fail to be submitted by the deadline, the application will be excluded from the agenda and will not be placed on the agenda until all requests are satisfied.**

New Construction/Room Additions

- All Elevations
- Floor plans
- Site plans
- Wall Section
- Detailed drawings for items such as cornice and gutter construction, porch railing, window trim, dormers and doors.
- Drawings showing new structure in relation to adjacent structures and/or existing building.

Rehabilitation

- Elevations of any façade when new elements are applied.
- Detail drawings of any new elements.
- Photos of rehabilitation area.

Site Changes

- Site plan showing any changes (fences, pools, landscaping, etc.)
- Dimension and details of any fence or any other such site elements.

Demolition

- Digital photos

Notes

For Erie Historic Preservation Advisory Board (EHPAB) Office Use Only

Building Address: _____ Date _____

Received: _____

Referral

Referral to EHPAB Meeting Date: _____

Referral to Board of Trustees Meeting Date: _____

Comments: _____

EHPAB Recommendation Date: _____

Received _____

Approve Approve with Conditions

Comments: _____

Decisions By:

EHPAB-Date: _____

Board of Trustees-Date _____

Final Action

Approve Approve with Conditions Disapprove

Community/Planning Department Office Staff

Date