

# **CERTIFICATE OF APPROPRIATENESS CHAPTER 18.58.060 & 18.58.070 SUMMARY**

**What is it?** Findings of a review from Historic Preservation Board for the erection, demolition, moving, reconstruction, restoration, or alteration of any locally designated historic site. The ordinance does not allow HPB the power of approval or veto, just the power of review.

**What is the purpose?** To preserve the integrity of historic resources in our community.

**What type of proposed work triggers a review by HPB?**

- Alterations
- Demolition
- New construction
- Reconstruction
- Restoration including railings or balconies
- Remodeling
- Other modifications that result in a significant change in the external appearance of a site or structure
  - Changing exterior paint colors
  - Adding a fence

**What type of work is exempt from a review by HPB?**

- Ordinary maintenance (correct deterioration or decay)
  - Repainting with same color
  - Re-roofing with same materials of same color
  - Landscaping
  - Addition of storm windows

**What tool does the City have to force a property owner to go through a review with HPB?**

- Denial of building permit for proposed work until plans are reviewed by HPB
- Denial of demolition permit for proposed demolition until plans are reviewed by HPB

**Can the findings of the review be enforced?** Only in the case of finding that a proposed demolition is not in keeping with 18.58.060 criteria, HPB may continue the case 180 days from the date of submittal and receipt of the application. During the period, HPB must study alternative means of preserving the structure from demolition (alternative uses for the structure, public acquisition, grant application, etc.)

## **What are the criteria for an appropriate modification to a historical structure?**

- Evaluate historic, geographic, and architectural value of the structure
- Texture and material of the structure or its fixtures
- Relationship of features on surrounding structures within the site or district
- Position of each structure in relation to the street or public way
- Position of each structure to other structures
- Preserve integrity of historic nature
- Insure compatibility of new work with existing site
- Harmony or compatibility of:
  - Materials
  - Scale
  - Size
  - Height
  - Design
  - Placement

--within the existing setting

## **Certificate of Appropriateness Application Process**

1. Property owner must file form not less than 21 days prior to the regular scheduled Historic Preservation Board meeting held the first Monday of each month the following:
  - a. Site plan
  - b. Elevations
  - c. Materials
  - d. Color
  - e. Photographs
2. Planning and Development Department posts a sign on the site not less than seven (7) days prior to the Historic Preservation Board hearing date.
3. The Historic Preservation Board shall conduct the Certificate of Appropriateness review at a regular meeting of the Board. The Board shall evaluate the work proposed and make recommendations and suggestions regarding the project.
4. An appeal of the decision of the board may, within fifteen (15) days thereafter, apply to City Council for review of the Board's decision. The aggrieved party shall file with the city manager a written notice requiring the Council to review said decision.

## DESIGN GUIDELINE REVIEW PROCESS

Any alteration to a building or site that has been approved by the Golden Historic Preservation Board required an appropriate alteration review. While such items as changing the paint color of your home, major landscaping projects and the addition of storm windows do not require a building permit, they do require an alteration review. If you are in doubt about whether a Certificate of Appropriateness is required, please call the Planning and Development Department at 303-384-8097.

Now you are ready for your design and building plans. You will need to submit to the Planning and Development Department two sets of plans that include:

1. Site Plans – This site plan should be drawn to scale, which may vary depending upon the size of your property (8 ½ x 11). It should show the property boundaries, existing buildings, significant landscape features, and your proposed changes. It should also include a north arrow, and the location of adjacent buildings, streets and alleys.
2. Elevations – Elevations of all relevant views of the alteration should be shown at the scale necessary to show building detail. They should be accurately labeled, and the existing building should be included in the elevations with as much detail as necessary to show how the old and the new relate to each other.
3. Materials – List the visible exterior materials and describe them as fully as possible. Samples of these materials are always helpful.
4. Color – If your plans include paint or stain, describe the color and include a sample of the colors. A good way to show the color scheme is to color one or more of the elevations.
5. Photographs – Provide some photographs that show all the view of the existing building and include at least a portion of the neighboring buildings in your photographs.

Keep in mind that the information you give to the Planning and Development Department is the only description that they will have of your design. It must illustrate what you have in mind very accurately. If you are not sure exactly how you want your alteration to look, call the Planning Department to schedule a pre-submittal conference to discuss your project.

Review requests, as well as submittal of your final design plans, should be submitted to the Planning Department. The department will review the plans for approval or schedule a meeting with the Historic Preservation Board.

## CERTIFICATE OF APPROPRIATENESS APPLICATION

**INSTRUCTIONS:** When planning a building project that requires review by the Historic Preservation Board (see "Project Checklist"), complete this form and return it to the Planning and Development Department, 1445 10<sup>th</sup> Street, Golden, CO 80401, phone: 303-384-8097. Staff will determine if the request is complete. The complete application must be submitted 30 days prior to the regular Historic Preservation Board public hearing for review and processing to begin. The Historic Preservation Board meets the first Monday of the month. Please plan to attend the meeting or have your duly authorized representative present.

NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

ADDRESS OF PROJECT (IF DIFFERENT FROM ABOVE) \_\_\_\_\_

### APPLICATION CHECKLIST:

- Written letter explaining request
- Building drawings and elevations
- Materials used
- Dimensions
- Relationship to existing building
- Photos of current structures
- Any further relevant information

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Applicant(s) Signature and Date

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Application accepted City Staff and Date