

## CERTIFICATE OF APPROPRIATENESS SUBSTANTIAL PROJECT SUBMITTAL MATERIALS

**FEE: \$125.00**

### **APPLICATION:**

1. **Application** form.
2. **Legal description** of the property. (such as a print-out from assessor's webpage)
3. Current zoning of property and adjoining property. (Only required if also seeking a Conditional Use Permit.)
4. **Proof of ownership** and as appropriate, certification from the owner recognizing his/her appointed representative. (copy of deed or print-out from assessor)
5. **Color photographs** of each side of the structure facing a public right-of-way as well as any side affected by the proposed project. Photographs should reasonably depict the current status of the building and should be clear and well-lighted. Detailed photos should be included when particular features will be affected.

### **PLANS:**

1. Two sets of a **dimensioned site plan** or plans drawn to scale with a level of detail acceptable to the Commission.
2. Two sets of dimensioned plans showing **proposed external improvements and changes to the existing exterior architectural features of the structure** including but not limited to floor plans; roof plans; exterior elevations, especially of the affected areas; building and construction plans, also noting materials and finishes.
  - a. For new structures in the NHL historic area, show all proposed exterior architectural features of the structure and its proposed dimensions and location within the site and its dimensional relationship to neighboring buildings.
3. Other such architectural renderings, elevation plans and other related information as the Historic Preservation Commission may deem necessary to reach an informed decision.
4. For Window replacement: include a written assessment of condition of existing windows by two (2) professionals. For replacements other than wooden replica sash replacement, justification shall be provided as outlined in the NPS Preservation Brief #9

### **OTHER:**

1. **Vicinity Map** identifying the exact location.
2. **List of the owners of record of all property within 200 feet** from the property lines of the property in question, as shown on the records of the offices of the Lake County Assessor. The list must include the owner's name, the location of the property and the owner's mailing address.

**PROCEDURE -**  
**SECTION 17.44.050**

1. Return completed application to the Office of Administrative Services.
2. The application will be reviewed by the Planning & Zoning official and forwarded to the Historic Preservation Commission chair for second review. If the Commission chair determines that the application is complete, a date will be set for a public hearing. Public hearings are usually scheduled prior to City Council meetings; however, can be scheduled at other times as necessary.
3. Post the property with the public notice and mail the letters of notification to appropriate property owners, both of which are provided by the Planning Official. The notices must be posted/published prior to the public hearing based on the following schedule:

TYPE OF NOTICE	DEADLINE
Newspaper	15 Days
Property Owners	15 Days
Front/Rear Property	15 Days

(Please note that legal notices are currently required to be submitted to the newspaper by noon on the Friday prior to publishing and City Council meetings are the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month. Therefore, there can be a delay of up to 32 days from the date the application is submitted to the date of the hearing.)

4. An affidavit of mailing must be returned to the Planning official prior to the date of the hearing.
5. Attend the joint public hearing before the Historic Preservation Commission/City Council. At the end of the hearing, the Historic Preservation Commission makes a formal recommendation regarding the application to City Council.
6. The City Council will consider the application for a Certificate of Appropriateness at the next regularly scheduled meeting. The next regularly scheduled meeting is defined as the next scheduled meeting after the date of the public hearing.
7. Upon a decision by the City Council, written notification will be sent to the applicant within ten (10) working days of said decision.

**Please note, applicants or informed representative must be present at all scheduled meetings.**

## **CRITERIA FOR ISSUANCE OF A CERTIFICATE OF APPROPRIATENESS:**

1. The goals objectives, policies and other provisions of the Leadville comprehensive plan, as amended;
2. The character, interest and value of the structure as part of the development, heritage, history and culture of the city and the state of Colorado;
3. The location of the structure and its site in relationship to historical events;
4. The identification of the structure with a person or persons who significantly contributed to the development of Leadville and the surrounding area;
5. The importance of the structure to the cultural, historical, social and economic heritage of Leadville;
6. The extent to which the structure displays visual features either typical of or unique to a past historical period;
7. The historic and economic relationship of the structure to surrounding structures and other features of importance within Leadville's NHL district.
8. Reasonable efforts shall be made to provide for uses of a structure that require minimal alteration and redesign of the structure;
9. The distinguishing original characteristics of a structure and its relationship to the environment shall not be destroyed and the removal or alteration of any historic material or architectural features shall be avoided when possible;
10. Architectural changes that have taken place to a building since its construction often acquire significance in their own right and this significance shall be recognized and respected;
11. Distinctive stylistic features or skilled craftsmanship that characterize or are in evidence on a structure shall be treated with sensitivity and preserved whenever possible;
12. Deteriorated architectural features shall be repaired rather than replaced whenever possible and when replaced, the new material shall match the material being replaced in composition, color, texture and shape in so far as feasible;
13. Cleaning and restoring exterior surfaces shall be undertaken with the least possible disruptive methods; sandblasting and similar techniques that damage historic exterior surfaces shall be discouraged;
14. Additions and alterations to a structure shall be undertaken in a manner such that if the addition or alteration were removed in the future, the essential form and integrity of the original structure would be undamaged;
15. All structures shall be recognized as products of their own time and place. Alterations or new structures with no historical basis and that seek to artificially create an earlier appearance shall be discouraged;
16. Contemporary style structures, alterations and additions shall not be discouraged so long as they are compatible with the size, scale, texture and color of the existing structure and/or existing structures in the area;
17. The unique historical and visual appearance of Leadville, as it exists at the present, shall be honored and protected in so far as possible.

(Ord. 99-8 § 1 (part): prior code § 17.18.050)