

City of Greeley  
Historic Preservation Commission

## **Procedures for Relocating, Altering or Demolishing a Historic Property**

### *Applicant's Guide*

The City of Greeley's Historic Preservation Ordinance requires that no exterior construction, alteration, removal, demolition or similar structural modification, except ordinary maintenance, is permitted on any designated historic structure or structure within a historic district without a Certificate of Approval issued by the Historic Preservation Commission.

#### **Step 1. Pre-Application Conference**

- Meet with Historic Preservation Specialist (call the Historic Preservation Office @ (970) 350-9222 for appointment)
- Receive Application Form for Certificate of Approval and General Requirements for proposed relocation, alteration or demolition of property
- Review requirements

#### **Step 2. Formal Application**

- Send Application Form for Certificate of Approval and all required information to the Historic Preservation Commission via the Historic Preservation Office, 1100 10<sup>th</sup> Street, Ste. 201, Greeley, CO, 80631
- Application requires owner signature if owner is not the applicant.
- Special information and additional copies may be requested by the Commission if required for use by persons or groups providing advisory assistance.
  - Incomplete applications will hold up the process.
  - Additional information may be requested.

#### **Step 3. Notification, Scheduling and Posting**

- **There must be 21 days from the receipt of the application to the date of the public hearing.**
- The Historic Preservation Commission shall give the owner(s) written notice of the date, time and place of the Hearing for Certificate of Approval. **Notice of the hearing shall be mailed to the applicant and property owner no later than 5 working days prior to the hearing.** The Historic Preservation Commission holds public hearings on the second or fourth Monday of each month, at 4:00 p.m.
- Notice of the Hearing shall also be posted at the property 5 working days prior to the hearing, in a manner clearly visible from a public right of way.

#### Step 4. Public Hearing

- Before the Hearing, meet again with the Historic Preservation Specialist. Review the application and submitted materials for accuracy and completeness.
- Attend Certificate of Approval Hearing. The hearing will be formal and will follow a pre-written agenda as follows:
  - I. Call Meeting to Order
  - II. Approval of Minutes from last meeting
  - III. Public Input
  - IV. Business Item
    - a. Call first item of New Business

If public hearing, the process will include a chance for all interested persons to participate. We will present an opportunity for staff, applicant, citizens, and other persons, agencies, or interest groups to speak as a part of this Public Hearing.

  - b. Historic Preservation Staff Report
  - c. Applicant presentation
  - d. Public comment.  
Names and addresses for the record
  - e. Applicant rebuttal
  - f. Chairman calls for motion and Commission discussion
  - V. Commission Member Comments/Reports
  - VI. Staff Report
  - VII. Adjournment

#### Step 5. Disposition

- Approval or denial of the Application for Certificate of Approval shall be granted after the Commission has heard all interested parties and relevant evidence.
- If the Application is approved, work to alter, relocate or demolish the structure may not commence until the Certificate of Approval has been filed with the Weld County Clerk and Recorder and other relevant authorities. *The City will take the Certificate of Approval and required attachments, such as architectural drawings, to the Clerk and Recorder to be recorded.*

**\*The applicant is responsible to pay all required recording fees. Please make the check payable to the Weld County Clerk and Recorder and submit to the City of Greeley Historic Preservation Office. Effective as of July 1, 2010, Weld County Clerk and Recorder fees are \$11 for the first page that is 8 1/2" x 11" (letter) or 8 1/2" x 14" (legal) and \$5 for each additional page. For documents larger than legal size, the fee is \$11 for the first page and \$10 for each additional page. For questions about what the recording fee will be, please contact the Historic Preservation Staff at 970.350.9222.**





## GENERAL REQUIREMENTS FOR ALTERATION APPLICATIONS

This form explains what information you will need to provide to the Greeley Historic Preservation Commission when you are submitting an application to alter, move, or demolish a property on the local register. You will submit the following to the Commission:

1. Sign or have a designated representative sign the application form.
2. Submit at least one current digital photograph accurately representing existing materials, colors, and textures of each elevation to be affected. Date the photograph, label it to indicate direction of view. Clearly display the name of the landmark and the applicant. Digital photos are sufficient.
3. Submit two copies of all drawings and relating materials as required, including one copy of full size drawings and one copy of all drawings in 11"x17." Include the following basic information on each sheet:
  - a. Name and address of project;
  - b. Name, address and telephone number of owner;
  - c. Name, address and telephone number of designer;
  - d. North arrow, engineer's scale and graphic scale;
  - e. 1" equals 20' minimum scale for site plans; 1/4" equals 1'0" for floor plans and elevations; 3/4" equals 1'0" for details;
  - f. Date of drawings, and date of revisions (if any);
  - g. Drawings of proposed demolition/repair must show all materials, areas, or features to be removed or repaired.
- 4. Submit a detailed narrative of the proposed project, including how it relates to pertinent design guidelines. Provide justification for proposals or any part thereof, which does not comply with the guidelines. For example, proposals to replace existing historic windows with new windows should provide evidence that the historic windows are too deteriorated to repair. If necessary, provide photos and/or material samples to justify the proposal.**

If moving, submit narrative on why structure cannot be rehabilitated or reused on original site. Information concerning moving the structure without significant damage to its physical integrity and show the relocation activity is the best preservation method for character and integrity of the structure. Report from the structural engineer demonstrating the soundness of the structure proposed for relocation; also, information concerning the compatibility with the proposed site and properties and whether the structure's architectural integrity is consistent with the character of the neighborhood. An analysis of the proposed relocation is in compliance with all city ordinances.

If proposing demolition, submit narrative demonstrating that the historic property meets all of the criteria set forth in Chapter 16.60.130 of the Historic Preservation Ordinance.

Include at a minimum, all pertinent information identified on the following page(s) as well as special information requested by the Commission. Additional copies may be requested by the Commission, if required for use by persons or groups providing advisory assistance.

## MAJOR ALTERATIONS

Major alterations are defined in the Greeley Historic Preservation Commission's rules of procedure as follows:

1. New structures on a designated site, as well as structural additions or deletions to a designated property or to any building in a designated district;
2. Any exterior changes involving significant additions, deletions or changes to any facade or a designated property or its site, or to any building or site in a designated district;
3. The removal, addition or modification of signs and/or billboards on any designated property or its site, or to any building or site in a designated district;
4. Demolition of a designated property;

As part of item 3 in the general provisions, materials and drawings for major alterations shall include, at a minimum, the following:

1. New structures on a designated site, as well as structural additions or deletions to a designated property or to any building in a designated district.
  - a. An appropriate scale site plan of the property showing all setbacks and streets, existing and proposed structures, signs, drives, parking, and principal landscaping, as well as structure edges, drives, and principal landscaping for bordering sites.
  - b. Appropriate scale elevations of all sides for new construction and all sides of existing building(s) where structural alterations are proposed, with all new materials and appurtenances clearly identified. Elevation must show all existing and proposed visible exterior features, equipment, and appurtenances located on the roof, on the walls, and/or on the ground.
  - c. Building sections where necessary to illustrate special conditions.
  - d. Color chip samples adequately keyed to elevation.
  - e. Samples or appropriate manufacturer's product literature as may be necessary to determine color, finish, texture, shape and/or size of materials and/or equipment to be used on the landmark, adequately keyed to the elevations.
2. Any exterior changes involving significant additions, deletions, or changes to any facade of a designated property or to any building in a designated district.
  - a. Appropriate scale elevations of all sides of the building(s) where facade alterations are proposed with all proposed changes clearly identified. Elevations must show all existing and proposed visible exterior features, equipment and appurtenances located on the roof, on the walls, and/or on the ground.

- b. Color chip samples adequately keyed to elevations.
  - c. Samples of appropriate manufacturer's product literature as may be necessary to determine color, finish, texture, shape, and/or size of materials and/or equipment to be used on the landmark, adequately keyed to elevations.
3. The removal, addition or modification of signs and/or billboards on any designated landmark or to its site or to any building or site in a designated district.