



Greeley Historic Register

Nomination Packet

Historic Preservation Office

1100 10th Street, Ste 201 Greeley Colorado, 80631

Phone: (970)350-9222

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This packet includes the forms and instructions necessary to nominate a building or site to the Greeley Historic Register.

City of Greeley
Historic Preservation Commission

**Process and Procedures for Nomination and Designation
of Historic Properties**

The Historic Preservation Commission thanks you for becoming involved in the important process of protecting our city's historical built environment. The following steps will guide you through the nomination and designation procedures. If you have any questions, please call the Historic Preservation Office. Our staff is here to help!

Nomination & Designation Process

Owner nominations – process will take approximately 30-45 days from receipt of application

Non-owner nominations – process may take up to 90-120 days from receipt of application

Incomplete applications will hold up the process.

Additional information may be requested.

Step 1. Pre-Application Conference

- Meet with Historic Preservation Specialist (call the Historic Preservation Office at 970.350.9222 for an appointment). At this time you will determine the property's significance, review the designation process and learn how to research your historic structure or site.
- The Historic Preservation Specialist will also fully explain the benefits, requirements and responsibilities that are conferred upon the owners of historic properties.

Step 2. Formal Application

- Complete *Application Form for Nomination of a Historic Property*, (Form A, attached)
- Complete the *Historic Building Inventory* form (attached).
- *Minimum information required* for the application to be considered includes: nominated property address, owner & mailing address/phone number, legal description, historic use, present use, date of construction (estimate), original owner, significance (determined in consultation with the Historic Preservation Specialist if necessary).
- Obtain a copy of an officially recorded document containing a legal description of the property. This could be an abstract of title, warranty deed, quit claim deed, etc. If you do not possess one of these documents, contact the Weld County Clerk and Recorder for assistance.
- Application fee is \$50.00; payable to the City of Greeley. (The fee may be waived under certain circumstances, such as economic hardship.)
- Send or deliver all of the above items to the Historic Preservation Office, 1100 10th Street, Ste. 201 Greeley, CO, 80631

Step 3. Notification, Scheduling and Posting {As per 16.60.080}

- A letter from the Historic Preservation Specialist acknowledging receipt of the application materials will be sent to the owner of the property. Sent by certified mail, it will reference the privileges, obligations and restrictions which apply to historic properties.
- Written notice of the date, time, and place of the Hearing for Designation shall be mailed to the owner no less than fifteen (15) days prior to the scheduled hearing. The Historic Preservation Commission holds public hearings on the second or fourth Monday of each month at 4:30 p.m.

- If the owner(s) believe they have been improperly nominated, they may seek an immediate hearing before the Commission at this time. If the Commission determines by a two-thirds majority vote that the property has been improperly nominated, the nomination shall be dropped.
- Notice of the Hearing shall also be posted at the property, in a manner clearly visible from a public right of way.
- Notice of Hearing shall be published twice in the newspaper of local circulation in the two weeks prior to the public hearing

Step 4. Public Hearing {As per 16.60.080}

- Attend Designation Hearing. The hearing will be formal and will follow a pre-written agenda as follows:
Public Hearing
 1. Chair introduce public hearing item
 2. Historic Preservation Staff report
 3. Applicant Presentation
 4. Commission questions
 5. Chair opens public hearing
 6. Chair closes public hearing
 7. Applicant rebuttal
 8. Commission discussion & vote

Step 5. Disposition {As per 16.60.080}

- Approval or denial of the nomination shall be granted after the Commission has heard all interested parties and relevant evidence.
 - In the case of non-owner nominations, the Commission will review the case in the public hearing process and make a recommendation to the City Council regarding designation.
 - City Council will be the final decision making authority on all non-owner nominations
- If the property receives designation, official notice will be sent to the owner within fifteen days after the designation has been recorded with the Weld County Clerk and Recorder.

***The applicant is responsible to pay the required recording fee for the Certificate of Designation (generally one page in length, possibly more). Please make the check payable to the Weld County Clerk and Recorder and submit to the City of Greeley Historic Preservation Office. Weld County Clerk and Recorder fees are \$11 for the first page that is 8 ½” x 11” (letter) or 8 ½” 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.**

- The Commission will supply and pay for signs for designated properties subject to the availability of funds.

**CITY OF GREELEY
HISTORIC PRESERVATION COMMISSION
HISTORIC BUILDING INVENTORY**

Historic Property Name: _____

Current Property Name: _____

Address: _____

Legal Description: _____

(submit copy of document of
reference; e.g., warranty deed)

Owner Name & Address: _____

Style: _____

Materials: _____

Stories, Square footage: _____

Other historic designation: Yes: __ No: __ Date: _____

Designating Authority: _____

Addition/Year of Addition: _____

Original Site: Yes: __ No: __ Date moved: _____

Historic Use: _____

Present Use: _____

Date of Construction: Estimate: _____ Actual: _____ Original Cost: _____

Source: _____

Condition: _____

Architect: _____

Source: _____

Builder/Contractor: _____

Source: _____

Original Owner: _____

Source: _____

Associated building(s): _____

Architectural description: (add continuation sheet if necessary)

Significance: Check all that apply. Buildings, sites or other structures must meet at least one criterion in at least two different categories to qualify for nomination.

Architectural:

- Characterizes an architectural style associated with a particular era and/or ethnic group
- Is identified with a particular architect, master builder or craftsman
- Is architecturally unique or innovative
- Has a strong or unique relationship to other areas potentially eligible for preservation because of architectural significance
- Has visual symbolic meaning or appeal for the community

Historical:

- Reflects the heritage and cultural development of the city, state or nation
- Is associated with an important historical event
- Is associated with an important individual or group who contributed in a significant way to the political, social and/or cultural life of the community

Geographic:

- Has proximity to a square, park, or unique area deserving of preservation
- Is a visual feature identifying an area or neighborhood or consists of utilitarian and commercial structures historically and geographically associated with an area

Non-owner nomination additional criteria:

Non-owner individual nominations are to be reviewed under stricter protections and must meet the following criteria of overwhelming historic importance to the entire community:

Possessing such unusual or uncommon significance that the structure's potential demolition or major alteration would diminish the character and sense of place in the community of Greeley

Possessing superior or outstanding examples of architecture, social or geographic historic significance criteria outlined in the criteria for designation 16.60.060.

The term "superior" shall mean excellence of its kind and the term "outstanding" shall mean marked by eminence and distinction.

Statement of Significance: (add continuation sheet if necessary)

Photographs: Include color photos of *each* building elevation. High quality digital photos are acceptable.

References: Indicate *specific* information sources (add continuation sheet if necessary)

Inventory completed by: _____

Signature: _____

Date: _____ Phone: _____

Address: _____

**City of Greeley
Historic Preservation Commission**

How to complete the *Historic Building Inventory* Form

Fill out the form as completely as possible. Adequate information will allow us to evaluate the building's significance and eligibility for nomination to the Greeley Historic Register.

All of the required information may be found in the Greeley Municipal Archives - Hazel E. Johnson Research Center, Weld County Public Libraries, Weld County Assessor's office and the Weld County Clerk and Recorder's office. Please visit the Historic Preservation Office for assistance.

Historic Property Name: Original name of building, if known.

Current Property Name: Current name of the building.

Address: Exact address with zip code.

Legal Description: Obtain from an officially recorded document, such as a deed or title. If you do not possess one of these documents, obtain a copy from the Weld County Clerk and Recorder. The Historic Preservation Office will not process your application without a legal description.

Owner Name and Address: Correct owner name and address is crucial for the inventory record. Indicate a specific federal, state or local agency or the name and address of a private individual.

Style: Assess the building's architectural style by consulting standard style books such as *What Style Is It?* or *Identifying American Architecture*. These books are available for use in the Historic Preservation Office.

Materials, Stories, Square footage: Give major building materials, number of stories and square footage.

Other historic designation: Mark yes or no. If yes, give date of designation and list the designating authority.

Addition, Year of Addition: This information may be obtained from the Weld County Assessor's Office.

Historic Use, Present Use: Briefly note the building's original and present use.

Date of Construction: Determine the construction date with care. Give inclusive dates for buildings built over a period of years. If an exact date is unknown, after and before dates can be used (for example, after 1870 but before 1875). Give name of source for information.

Condition: Indicate Excellent, Good, Fair or Poor.

Architect, Builder/Contractor, Original Owner: List the names of the Architect, Builder (or Contractor) and Original Owner. Indicate source of information, if known.

Associated building(s): Indicate the existence of any outbuildings (eg. carriage house, privy, shed)

Architectural description: Describe the major stylistic elements of the building. Mention such features as porches, window styles, ornamentation, chimneys, roof types and other distinguishing features. Helpful books are available at the Historic Preservation Office.

Significance/Statement of Significance: Indicate appropriate area(s) of significance by checking all that apply. Then explain the reasons why the building is significant in the community's history. For example, the Meeker Home Museum "Is architecturally unique or innovative" because it is a two-story adobe structure.

Photographs: Include photos of each elevation.

References: Indicate specific information sources.

16.60.070 Procedure for nomination of historic properties

(a) Nomination procedures.

(1) Owner nominations. Any owner may nominate their property, area or structure for designation on the City's Historic Register.

(2) District nominations.

(3) Non-owner nominations. The Planning Commission, Greeley Urban Renewal Authority, Downtown Development Authority or any preservation organization including nonprofit historic preservation groups may nominate a property, district, area or structure for designation subject to all the rules and procedures of this entire Chapter.

Non-owner individual nominations are to be reviewed under stricter protections and must meet the following criteria of overwhelming historic importance to the entire community:

(i) Possessing such unusual or uncommon significance that the structure's potential demolition or major alteration would diminish the character and sense of place in the community of Greeley; or

(ii) Possessing superior or outstanding examples of architecture, social or geographic historic significance criteria outlined in the criteria for designation 16.60.060.

The term "superior" shall mean excellence of its kind and the term "outstanding" shall mean marked by eminence and distinction.

Persons or organizations wishing to initiate a nomination should contact the Historic Preservation Specialist for written policies and procedures for nomination.

(d) Moratorium. For a potential historic property or district which had been nominated but not yet designated, legal protection for the nominated property shall be afforded for one hundred twenty (120) days or until its status is determined (whichever is shorter). Permits to alter or remodel the exterior of a property or to build, relocate, or raze shall not be issued during that 120 day period, except by written exemption by the Commission under the following criteria:

(1) as necessary by law under Federal, State, or City ordinance; or

(2) deemed to be an emergency; or

(3) unreasonable economic hardship, or

(4) improper nomination.

Owners requesting such exemption may seek an immediate hearing before the Commission by filing a request for an immediate hearing with the Historic Preservation Specialist. If at such hearing, the Commission votes by a two-thirds (2/3) majority vote that the property is eligible for exemption, the moratorium or nomination shall be dropped in the entirety or with specific exclusions for that specific property.