



## **Building Permit Fee Refund Policies**

### **Historic Preservation Commission**

**(Adopted 9/13/2010)**

Building Permit refunds for historical properties are offered by the City of Greeley as an incentive to owners in the maintenance, upkeep and improvement of historic properties. The following policies apply to historically designated properties or contributing properties in an historic district and provide a refund option as described in Section 16.60.090 of the Greeley Municipal Code.

Historic Preservation Certificates of Approval are required before work is commenced on a designated historic structure, except as it relates to qualifying interior or maintenance projects (see below).

#### Eligible Applicants

- Eligible applicants include owners and/or contractors of residential, investment, commercial or industrial properties, as well as non-profit organizations or governmental entities.
- The refund is non-transferable. The only eligible applicant for the refund is the property owner/contractor who applied for the permit. No refund is available if the property is sold or transferred before the project is completed and prior to a final inspection and /or a Certificate of Completion is issued.
- Refunds are for the building permit only; applicants must pay other applicable fees and sales taxes.

#### Eligible Projects

- Construction is limited to a locally designated historic structure that is designated as of the date of permit application or one that is in the process of applying for such designation.
- Work must require a building permit.
- Projects must fall within the definitions of restoration, preservation and rehabilitation, as defined by the U.S. Secretary of the Interior (see below).
- Work can be for the following: routine maintenance and repair (water heater, plumbing, electrical); life safety projects, and those bringing building systems into compliance with current building and/or zoning codes; rehabilitation and restoration projects (major repair, flatwork, items that preserve historic character that require a permit).
  - Qualifying interior project examples (where no Certificate of Approval is required)
    - Electrical
    - Mechanical
    - Plumbing
    - Interior rehab projects according to U.S. Secretary of the Interior's Standards

- ⊖ Basement finishes
- Qualifying exterior project examples (where Certificate of Approval is required)
  - Re-roofing
  - Rehab/repair of existing historic detached garages
  - Rehab/repair of existing historic carports
  - Rehab/repair of existing historic sheds
  - Rehab/repair of existing historic porches
  - Rehab/repair of existing historic retaining walls that have significance
  - Siding repair and replacement (if historically appropriate materials are used and in accordance with the Secretary of the Interior's Standards)
- New construction is eligible if the work is undertaken to keep the property viable and does not exceed 10% of the building footprint's square footage.
  - Example: an addition to a house for accessibility
- Projects which exceed 10% of the footprint must first receive Historic Preservation Commission approval.

#### List of Ineligible Projects

- Projects that do not meet the U.S. Secretary of the Interior's Standards
- Those projects paid for by insurance (such as a replacement roof) or a Greeley Urban Renewal Authority rehabilitation loan.
- New construction or improvement of new accessory structures, such as sheds and garages.
- New construction that is not for the purpose of keeping the property viable or adequately maintained
- Projects commenced without proper City of Greeley or Historic Preservation Commission approval (e.g., without a building permit or a Historic Commission Certificate of Approval)

#### Procedures (See flow chart)

- Applications will be reviewed and determined by Historic Preservation Staff, unless review is required by the Commission.
  - Staff decisions may be appealed to the Historic Preservation Commission within 10 calendar days of the Staff decision.
  - Decisions of the Commission will be considered final on all refund applications unless appealed to Council within 30 calendar days of the Commission decision.
  - Decisions will be based on the Secretary of the Interior's Standards and will be in accord with the definitions of restoration, preservation, and rehabilitation as established by the Secretary of the Interior, included below.
- Exterior work: Applicants must submit a notice of intent to apply for the refund at the time they request Historic Preservation Certificate of Approval (for exterior projects generally).
- Interior work: For those projects not requiring a Historic Preservation Certificate of Approval, applicants must provide notice of intent to apply for the refund to the Historic Preservation Office at the time of building permit application.
- All applications must include a copy of the permit receipt showing a breakdown of the permit cost.
- Application must be made to the Historic Preservation Office for the refund within 60 calendar days after the final inspection and/or Certificate of Occupancy (Certificate of Completion) is issued, whichever is earlier.

### U.S. Secretary of the Interior Definitions

**RESTORATION:** the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

**PRESERVATION:** the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

**REHABILITATION:** the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

### Proposed Definitions

*Alteration, Major* means a modification to a structure that has potential to significantly alter the character of the property and includes, but is not limited to, window replacement; building addition; porch enclosure; reconstruction of a portion of the building; addition of dormers; reconstruction of features on a building; material replacement with a different material (eg. siding, roof, etc); demolition; relocation, and new construction. Major alterations include any modification that is not considered maintenance or a minor alteration. Major alterations are determined by the Historic Preservation Commission.

*Alteration, Minor* means a modification to a structure that does not significantly alter the character of the property and includes, but is not limited to, replacement of roof with the same material; installation and repair/replacement of gutters if exterior trim elements are not altered; addition or replacement of storm windows and doors to existing windows and doors; repair or replacement of architectural elements with the same material, design, size, color and texture; replacement of less than fifty percent (50%) of a porch railing; replacement of original material with the same material (e.g. replacing a portion of wood siding with wood siding of same size, profile, type); removal of non-original material, such as vinyl, aluminum, etc; adding awnings; repointing masonry; and signs requiring a permit. Minor alterations are reviewed administratively.

# Building Permit Fee Refund Process Flow Chart

