



City of Greeley
Community Development Department
Historic Preservation Office
1100 10th Street, Ste. 201
Greeley, CO 80631
970.350.9222
www.greeleygov.com/hp

PROCEDURES FOR ALTERATIONS TO A HISTORIC PROPERTY

Application Packet

The City of Greeley's Historic Preservation Ordinance, Chapter 16.60 of the Municipal Code, requires that no exterior alteration be made to any designated historic property (or any property within a designated historic district) without a Certificate of Approval issued by the Historic Preservation Commission. An alteration means any act or process requiring a building permit, moving permit, demolition permit or sign permit for the reconstruction, moving, improvement or demolition of any designated property or district; or any other action in which a review by either the Commission or the City's Historic Preservation Specialist is necessary under Chapter 16.60 and/or the district designation plan. The Historic Preservation Commission issues Certificates of Approval to indicate its approval of a building permit, moving permit, demolition permit, sign permit, or any other alteration in which a review is necessary by the Commission to authorize the construction, alteration, demolition or improvements of a designated property. The Historic Preservation Commission makes all Certificate of Approval decisions, which may be appealed to City Council. The Commission may approve, approve with conditions or deny applications.

The Commission will review the Certificate of Approval applications according to the following criteria and standards in Section 16.60.110 of the Greeley Municipal Code:

(1) Criteria

- a. The effect of the alteration or construction upon the general historical or architectural character of the designated property.
- b. The architectural style, arrangement, texture and materials of existing and proposed construction, and their relationship to the other buildings.
- c. The effects of the proposed work in creating, changing or destroying the exterior architectural features and details of the structure upon which the work shall be done.
- d. The compatibility of accessory structures and fences with the main structure on the site and with adjoining structures.
- e. The effect of the proposed work upon the protection, enhancement, perpetuation and use of the landmark or landmark district.
- f. Compliance with the Secretary of the Interior's current standards for rehabilitation of historic properties, as defined in Section 16.60.020 of this Chapter.

(2) Standards

- a. Attempts shall be made to use the property in a manner consistent with its original use or a compatible purpose, so long as such use does not violate any current City ordinances.

- b. The historic character of the property shall be retained by avoiding the removal of, or alteration of, features and spaces important to the character.
- c. Each property shall be recognized as a physical record of its time. The use of original materials shall be encouraged. Distinctive and unique features, finishes, materials and examples of craftsmanship should be retained and preserved. If deteriorated, they should be repaired. Repairs and replacement of such features should match the original in color, shape, texture and design. Replacements should be fully documented with pictorial or physical evidence and a copy of such evidence filed with the Commission.
- d. Most properties change over time. Some of those changes acquire their own historical or architectural significance and should be retained. The Commission shall decide what changes are of historic importance and subject to this Chapter.
- e. New additions and expansions shall, where possible, be differentiated from the existing building to protect its historic integrity. New additions and constructions shall also be undertaken in such a manner that their removal in the future would not destroy the form or integrity of the original property.
- f. If property is a noncontributing property in an historic district, then alterations will be in accordance with the district designation plan as approved by the Commission and approved by City Council.
- g. Other requirements for alterations of a designated property or contributing property in a district as are required by the procedures and bylaws established by the Commission.

**CITY OF GREELEY HISTORIC PRESERVATION OFFICE
PRE-APPLICATION CONFERENCE INFORMATION SHEET**

Date: _____ GHR Property Address: _____

Applicant/Representative(s): _____

Is the Applicant/Representative the owner? _____

**Proposed Project
Description:** _____

**Location/Address of Proposed
Project:** _____

Comments: _____

The following offices might be required to review the application or have an interest in the project. The Historic Preservation Specialist will indicate the offices that are relevant for the proposal.

- ___ Planning
- ___ Natural Resources Planning
- ___ Code Compliance
- ___ Neighborhood Planning
- ___ Building Inspection (Building Permits)

Staff Contact information:

Betsy Kellums, Historic Preservation Specialist
1100 10th Street, Ste. 201
Greeley, CO 80631
(P) 970.350.9222; (F) 970.350.9895
Betsy.kellums@greeleygov.com
www.greeleygov.com/historicpreservation

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CERTIFICATE OF APPROVAL PROCESS

Step 1. Pre-Application Conference

- Consult with Historic Preservation Specialist (call the Historic Preservation Office @ (970) 350-9222 or e-mail betsy.kellums@greeleygov.com)
- Receive Application Form for Certificate of Approval
- Review requirements with Historic Preservation Specialist

Step 2. Formal Application

- Submit Application Form for Certificate of Approval and all required information to the Historic Preservation Office, 1100 10th 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

- **Allow a minimum of 21 days from the receipt of the application to the date of the public hearing.** Additional time may be required on a case-by-case basis.
- The City will mail Notice of the hearing to the applicant and property owner no later than five working days prior to the hearing. The Historic Preservation Commission holds public hearings on the second Monday of each month, at 4:00 p.m.
- The City will post a sign at the property five working days prior to the hearing.

Step 4. Public Hearing

- Attend the Certificate of Approval Hearing. The formal hearing will follow a pre-written agenda as follows:
 - a. Chair Introduces Public Hearing Agenda Item
 - 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

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, alteration, relocation or demolition of the structure may not commence until the Certificate of Approval has been filed with the Weld County Clerk and Recorder and all required permits have been issued. ***The City will get the Certificate of Approval and required attachments, such as architectural drawings, recorded by the Clerk and Recorder.***

***The applicant is responsible to pay all required recording fees. The Historic Preservation Specialist will inform the applicant of the cost of recording. Please make the check payable to the City of Greeley and submit to the City of Greeley Historic Preservation Office.** Recording fees are \$13 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 \$13 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.

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*APPLICATION FORM FOR CERTIFICATE OF APPROVAL
ALTERATIONS*

The City of Greeley's Historic Preservation Ordinance, Chapter 16.60 of the Municipal Code, requires that no exterior alteration is permitted of any designated historic property or property within a designated historic district without a Certificate of Approval issued by the Historic Preservation Commission.

PROPERTY OWNER(S)

Name: _____
Address: _____

Phone: _____
Cell phone: _____
Email: _____

**APPLICANT (if different
From property owner)**

Name: _____
Address: _____

Phone: _____
Cell phone: _____
Email: _____

HISTORIC PROPERTY

Name: _____
Address: _____
Historic District (if applicable): _____
Legal Description: _____

Certification: I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge.

Applicant (Print): _____ Telephone: _____

Signature: _____ Date: _____

Property owner's signature required. If applicant is other than property owner, property owner approves of the applicant's proposed project.

Owner (Print): _____ Telephone: _____

Signature: _____ Date: _____