



City of Greeley Community Development Department, Historic Preservation Office, 1100 10<sup>th</sup> Street, Greeley, CO 80631 970.350.9222  
[www.greeleygov.com/hp](http://www.greeleygov.com/hp)

*APPLICATION FORM FOR CERTIFICATE OF APPROVAL  
MINOR ALTERATIONS*

The City of Greeley's Historic Preservation Code, Section 24-1003 of the Greeley Municipal Code, requires a Certificate of Approval for minor alterations, issued by the Historic Preservation Staff for any designated historic property or property within a designated historic district.

**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: \_\_\_\_\_

*Minor alteration* 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; installation and repair or replacement of gutters if exterior trim elements are not altered; reconstruction and/or repair of portions of secondary structures; 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 the same size, profile and type); removal of nonoriginal material, such as vinyl, aluminum, etc.; adding awnings; repainting masonry; and signs requiring a permit.

**\*If the Application is approved, alteration 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 by the Clerk and Recorder.**

**\*If approved, work shall be completed within twelve (12) months of the date of Commission approval, with the option for two (2) six-month extensions, as approved by the Community Development Director.**

**\*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 \$15 for the first page that is 8 ½" x 11" (letter) or 8 ½" x 14" (legal) and \$5 for each additional page. For questions about what the recording fee will be, please contact the Historic Preservation Staff at 970.350.9222.

## MINOR ALTERATIONS CERTIFICATE OF APPROVAL SUBMITTAL CHECKLIST

Include all pertinent information identified on the following page(s), as well as special information requested by Historic Preservation Staff.

The need for additional documents, as listed below, will be determined in a consultation with Historic Preservation Staff and may include:

### ALTERATIONS

- Application Form signed by applicant and owner (if different)
- Mock-Up of signs or awnings, as needed
- Product literature, if applicable, such as for window, roof projects, etc.
- If the proposal is for replacement of historic material, such as windows or siding, provide estimates from qualified contractors for repair and restoration and for replacement.
- Digital photos accurately representing existing materials, colors, and textures of each side of the building, site or structure to be affected. Date the photographs. Provide information about the view (such as view looking to the north), name of the photographer and about the subject of the photo.
- Narrative of the proposed project (please type or print legibly on a separate page) Please include responses to the following:
  - a. What is the proposed project?

- b. Time constraints on the project/Project urgency?

- c. **Explain how the proposed project meets the design guidelines. Provide justification if the proposed project does not meet the guidelines.**

Guidelines are available for download on the City's historic preservation website,  
<http://greeleygov.com/services/historic-preservation/documents>

General guidelines are relevant for individually designated properties. District guidelines are also available for properties located with Greeley Historic Register designated districts.

Contact the Historic Preservation Office at 970.350.9222 or [elizabeth.kellums@greeleygov.com](mailto:elizabeth.kellums@greeleygov.com) for more information or for assistance.