



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

PROCEDURES FOR MAJOR ALTERATIONS TO A HISTORIC PROPERTY

Application Packet

The City of Greeley's Historic Preservation Code, Section 24-1003 of the Greeley Municipal Code, requires that no major 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. 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 Historic Preservation Commission or the Historic Preservation Specialist is necessary under the Historic Preservation Code and/or the district designation plan and in accordance with the definitions of major and minor alterations. The Historic Preservation Commission issues Certificates of Approval to indicate its approval of major alterations. Major alteration 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 primary building; addition of dormers or other alteration to the roofline; reconstruction of features on a building; material replacement with a different material (e.g., siding); alteration or replacement of a character-defining feature; demolition; relocation; and new construction. Major alteration includes any modification that is not considered maintenance or a minor alteration. The Historic Preservation Commission makes all Certificate of Approval decisions for major alterations, 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 24-1003j of the Greeley Municipal Code:

- (1) Criteria and standards for alterations to a designated property or a property in a historic district are as follows:
 - (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 current Secretary of the Interior's Standards for the Rehabilitation of Historic Properties, as defined in 24-1003(m).

- (g) If the property is a noncontributing property in a historic district, then alterations will be in accordance with the district designation plan as recommended by the Commission and approved by City Council.
- (h) 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.

DEFINITIONS

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 Historic Preservation Commission or the Historic Preservation Specialist is necessary under this Chapter and/or the district designation plan and in accordance with the definitions of major and minor alterations, for the purposes of this Chapter.

Maintenance, as used in this Chapter, means measures to protect and stabilize a property, including ongoing upkeep, protection and repair of historic materials and features. *Maintenance* shall include the limited and responsive upgrading of mechanical, electrical and plumbing systems and other Code-required work to make a property safe and functional.

Major alteration, for the purposes of this Chapter, 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 primary building; addition of dormers or other alteration to the roofline; reconstruction of features on a building; material replacement with a different material (e.g., siding); alteration or replacement of a character-defining feature; demolition; relocation; and new construction. *Major alteration* includes any modification that is not considered maintenance or a minor alteration.

Minor alteration, for the purposes of this Chapter, 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.

CERTIFICATE OF APPROVAL PROCESS

Step 1. Pre-Application Conference

- Consult with Historic Preservation Staff @ e-mail: elizabeth.kellums@greeleygov.com) or (970) 350-9222
- Receive Application Form for Certificate of Approval
- Review requirements with Historic Preservation Staff

Step 2. Formal Application

- Submit Application Form for Certificate of Approval and all required information through eTRAKiT on the City of Greeley website: <http://greeleygov.com/services/etrakit>
- Application requires owner signature if owner is not the applicant.
- Special information 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 or email a notice of the hearing to the applicant and property owner no less than seven days prior to the hearing. The Historic Preservation Commission will hold the public hearing at a regularly scheduled meeting. They meet on the first and third Mondays of each month at 4:00 p.m.
- The City will post a sign at the property seven 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.***
- ***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 Staff will input the fee into TRAKiT and will inform the applicant of the cost of recording. Please provide payment in the form of electronic check or credit card through the eTRAKiT portal.** Recording fees are \$15 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 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
MAJOR ALTERATIONS*

The City of Greeley’s Historic Preservation Code, Section 24-1003 of the Municipal Code, requires that no exterior major 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. **Please complete pages 5, 7, and 8 and add additional sheets as necessary.**

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: _____

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MAJOR 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. Add additional sheets for narrative/information as necessary. Additional copies may be requested by Staff, if required for use by persons or groups providing advisory assistance. Submit this application and all required attachments through the City of Greeley website project module of eTRAKiT:

<http://greeleygov.com/services/etrakit>

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

ALTERATIONS

- Pre-application Conference (in person or phone) (not required) _____
Date
- Application Form signed by applicant and owner (if different)
- For projects involving architectural drawings, one set 11"x17" (and larger if requested) scaled project drawing(s), including name, date, project address, north arrow, graphic scale, date of drawings, and name, address & phone of owner and designer (if drawings are needed); or
- 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? Include detailed information about materials, design, measurements, location on the building or property.

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

- c. **Identify which design guidelines relate to the project. Explain how the proposed project meets the 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 for more information or for assistance.