DENVER HISTORIC DISTRICT SUBMITTAL INSTRUCTIONS

Preparing and Filing Your Application:

Please complete each section of the application. The application must be typed in a Word document and formatted to print on 8-1/2 by 11” paper. You may use legal or ledger size paper (8 ½” X 14” or 11”X 17”) for supplemental information, if needed, but please no unusual paper sizes.

Draft Application:
Please provide a digital version (Word document) of the draft application and three draft inventory forms to Landmark Preservation staff by email. This is step 2 in the process.

Full Application:
Please mail or drop off a hard copy (including the filing fee) of the full application to: Landmark Preservation Commission, 201 West Colfax Avenue- Department 205, Denver, Colorado 80202. If submitting in-person at the Webb Building, 201 W. Colfax Avenue, please drop off at the Records Counter on the 2nd floor. Please also submit a digital version of all of the information on the checklist. If the combined documents are more than 25 MB please coordinate with Landmark staff.

If you have questions about the application or designation process, please contact Landmark Preservation staff at landmark@denvergov.org or 720.865.2709.

APPLICATION COMPLETENESS CHECKLIST:
All of the below information is required for a full application.

- [ ] Application Form – Completed Nos. 1-7. Please provide as Word document #1
- [ ] District Property Map and List or Table of Properties, if more than 20 properties in District
- [ ] Overview Photographs. Provide as Word document #2 and as JPEG files.
- [ ] Inventory Forms. Provide as Word document #3 (or as separate Word documents for each property)
- [ ] Application Fee (Attach to submittal)
- [ ] Other (Attachments should be provided as a separate single pdf file, if possible)
DESIGNATION APPLICATION FORM (WITH ITEMIZED INSTRUCTIONS)

1. District Identification
   Historic Name of District:
   Proposed Name of District:
   Typically the historic name is also the proposed name. If not, please explain.
   Historic Uses:
   Present Uses:
   Legal Description:
   Boundaries of District:
   Boundary Explanation:
   Please explain how the boundaries of the district were determined. The boundary justification should include a concise explanation of why the boundaries were chosen, based on geography, integrity and/or significance. The justification should address the reasons behind any irregularities in the boundaries.

2. Applicant(s) and Preparer Information:
   Name:
   Address:
   Email:
   Affiliation (indicate one or more of the following): □ Property owner in district, □ Other property owner in Denver, □ Denver resident, □ Place of business in Denver):
   Signature: __________________________________________  Date: ________________

   Name:
   Address:
   Email:
   Affiliation (indicate one or more of the following)
   Property owner in district, □ Other property owner in Denver,
   □ Denver resident, □ Place of business in Denver):
   Signature: __________________________________________  Date: ________________

   Name:
   Address:
   Email:
   Affiliation (indicate one or more of the following): □ Property owner in district, □ Other property owner in Denver, □ Denver resident, □ Place of business in Denver):
   Signature: __________________________________________  Date: ________________

   Application prepared by (if not listed above):
   Name:
   Address:
   Phone:
   Email:

If the applicant(s) does not own all properties in the district, the application must be signed by at least three persons who are residents or owners of property in the City and County of Denver, or have a place of business in the City and County of Denver. Ideally, the three applicants would be property owners within the district. Please expand this field as needed. Alternately, the applicant can be a member of City Council or the Manager of Community Planning and Development department.

NOTE: Applicants have certain responsibilities and obligations under the designation process. Citizens, in addition to the required applicants, may want to support the designation, but not assume applicant responsibilities. The Landmark Preservation Commission recommends that these citizens show support through signing a petition, rather than signing on as an applicant. Refer to Section 11 of the application form.
3. Statement of Significance

Landmark Designation Criteria  (Per Denver Revised Municipal Code, Chapter 30)
To be eligible for landmark designation, a district must:

1. **Maintain its historic and physical integrity, AND**

2. **Meet at least one of the criterion in at least two of three categories: History, Architecture, and Geography.**

   **Category 1: History (For Further Explanation of the History Section, See Appendix A)**
   To have historical importance, the structure shall be more than 30 years old or have extraordinary importance to the architectural or historical development of Denver, and shall:
   **Criteria:**
   a. Have direct association with the historical development of the city, state, or nation; or,
   b. Be the site of a significant historic event; or,
   c. Have direct and substantial association with a person or group of persons who had influence on society.

   **Category 2: Architecture (For Further Explanation of the Architecture Category, See Appendix B)**
   To have architectural importance, the structure or district shall have design quality and integrity, and shall:
   **Criteria:**
   a. Embody distinguishing characteristics of an architectural style or type; or,
   b. Be a significant example of the work of a recognized architect or master builder; or,
   c. Contain elements of architectural design, engineering, materials, craftsmanship, or artistic merit which represent a significant or influential innovation; or,
   d. Portray the environment of a group of people or physical development of an area in an era of history characterized by a distinctive architectural style.

   **Category 3: Geography (For Further Explanation of the Geography Category, See Appendix C)**
   To have geographical importance, the structure shall:
   **Criteria:**
   a. Have a prominent location or be an established, familiar, and orienting visual feature of the contemporary city; or,
   b. Promote understanding and appreciation of the urban environment by means of distinctive physical characteristics or rarity; or,
   c. Make a special contribution to Denver’s distinctive character, AND

3. In evaluating whether the criteria of history, architecture, and geography are met, the Landmark Preservation Commission shall consider how a district relates to one or more historic contexts or themes.

To qualify as a historic district, the district must **strongly** meet at least one criterion in at least two of the three following categories: **history, architecture, geography.** In a concise statement, please explain how the district meets at least one criterion in at least two of the categories listed above. The specific criterion must be identified and a statement provided as to how the district meets each. The explanation should summarize why the property has the exceptional, unusual, or outstanding characteristics that qualifies it as a historic district.
4. **Architectural and Physical Description**

Please provide a statement for each of the following:

a. **Concisely describe location and setting**, including physical context and relationship of the district to the City and other historic neighborhoods.

b. **Architectural description**, including major architectural styles, characteristic features, uncommon design features, ancillary structures, and important landscape or site features.

c. **A statement describing the method or criteria used by the applicant to determine whether structures are contributing or non-contributing.**

d. **A general description of how the neighborhood has been physically altered or changed through the years**, focusing on major development trends, such as adding stucco to 1890s residences after World War II, garages added to the back of Victorian 19th century houses during the 1920s and 1930s, etc. (This is NOT a list of every change).

e. **A statement describing how the district conveys its historic and physical integrity.** Summarize whether the district retains its original design, materials, workmanship, setting, historic associations and feeling. Explain how the district is still recognizable as belonging to its particular time and place in Denver’s history.

5. **History of the District and Its Associations**

The district will be evaluated based on its association with a relevant theme in Denver’s history. Please provide a statement for each of the following:

a. **Summarize the history of the district and its associations with important individuals, groups, events, and historical trends.**

b. **Period of Significance for the district.** The period of significance is the span of time during which the district gained its architectural, historical, or geographical importance. This may be limited to the construction dates of the vast majority (80-90%) of the district’s resources. For example, a 1920s subdivision in which 80-90% of the resources date from the 1920s up to World War II would have a period of significance of 1922 up to and including 1941.

6. **Resources**


Referencing Sources used for Sections 4. and 5. above: Please reference sources to specific historical facts provided throughout the narrative in Sections 4. and 5. of the document. This can be done through numbered footnotes or references to sources in the text. Ex.: (Sykes, p. 25)

7. **District Property Map and List**

**Map:** Please include a map that graphically depicts the boundaries of the district, and that shade the contributing and non-contributing properties within the district. Landmark preservation staff can provide you a draft map that you can use. The City can create a professional map once an application is received and a Landmark Preservation Commission public hearing is set.

**List:** If there are more than 20 properties within the district, please also include a corresponding list or table of properties by address, with the contributing/non-contributing status of each property denoted (for example, 220 Grant – Contributing, 221 Grant – Non-Contributing, etc.). This list should either be inserted into this application form or, if lengthy, attached as a separate Word document or Excel spreadsheet.

8. **Overview Photographs**

Please include at least six sharp high resolution (minimum resolution 300 dpi) 5x7 or larger color district overview photographs. The photos should be inserted into an 8 ½ X 11 Word document and provided as separate JPEG files, which should be labeled by address. All photos should be taken from public rights-of-way. These photos should represent the district’s character, showing the structures and streets (or streetscape), including any important streetscape features.
Please label in the document or on a separate sheet the locations where the photos were taken. Note: Individual photographs of each structure in the district must be submitted with the Inventory Sheets.

9. Inventory Forms
Complete inventory sheets, including photos for all primary and significant buildings in the district. Please follow the attached template.

10. Public Outreach
Applicants must provide a written description of outreach efforts, describing all efforts including, but not limited to, property owner/resident meetings (including number and list of attendees, and information on neighborhood representation), newsletters, fliers, one-on-one meetings with property owners, etc. A signed petition of owners supporting the district is highly recommended. Any petitions or letters supporting or opposing the designation should also be included. A substantial effort to communicate with all property owners within a district prior to completing out an application is strongly encouraged.

11. Application Fee
Required application fee ($500.00 for a district containing 1 to 100 structures; $750 for a district containing 101 to 200 structures; $1,000 for a district containing 201 to 300 structures; or, $1,500.00 for a district containing more than 300 structures). The fee is non-refundable.

12. Attachments
Please include copies of key articles, newspaper clippings, and other information that is critical to this designation. Please attach this information as a pdf file, if possible.

Note: The Landmark Preservation Commission and/or staff may request additional information.
APPENDIX A
EXPLANATION OF DESIGNATION CATEGORY 1: HISTORY

Applicant must explain what important historical “associations” apply to the district in the Landmark District Application. Please discuss how the district relates to important events or to the historic development of the area. Examples of structures and districts that meet the “Historical Association” criteria ARE:

(a) Have direct association with the historical development of the city, state, or nation;
Moffat Railroad Station is associated with the development of railroads into the Colorado mountains. Union Station is associated with development of transcontinental rail travel. The Tramway Cable Building, the Tramway Power Building (REI), and the Tramway Building (Teatro Hotel) are all associated with the development of public transportation in Denver. The Parks and Parkway system is associated with the growth of the city.

Historic districts associated with the historical development of the city could include Potter Highlands Historic District which represents the annexation of the town of Highlands and the growth of the city to the west. Montclair District is associated with the growth of the city to the east and the extension of the transportation system to that area. Both of these districts also meet the criteria for architectural significance and the historical importance of their residents. Ninth Street District is all that remains of the residences in Auraria and has an important association with the development of early Denver.

(b) Be the site of a significant historic event;
Association with an historic event, such as the Auditorium Theater’s association with the Democratic Convention National Convention in 1908.

This criterion typically applies to individual landmarks rather than districts.

(c) Have direct and substantial association with a person or group of persons who had influence on society;
An individual building could qualify if it was the home of a political leader – mayor, governor or other influential politician: Mayor Speer – Parks and Parkways and City Beautiful Movement; Governor John Evans – statehood and development of state; the home of Justina Ford – important African-American female doctor; the home of Golda Mier – Israeli Foreign Minister and Prime Minister.

The significance of the individual must be established within a historic context. A property does not meet this criterion if it was owned or used by a person who was a member of an identifiable profession, class or social or ethnic group, but made no significant contributions to Denver’s history. It must be established through historic research that the person gained importance and had influence in the profession or group for the property to be eligible under this criterion.

Historic districts must have a number of prominent people who lived in the district to qualify under this criterion. In a residential district where a large number of prominent or influential professionals, civic leaders, politicians, etc. lived, the district may meet this criterion if the significance of the individual residents is explicitly justified.

For example, the Humboldt Street Historic District was home to Colorado Governor William Sweet and Frederick G. Bonfils and Harry H. Tammen, founders of The Denver Post. Other prominent businesspeople who made substantial contributions to the community and actively shaped Denver and Colorado such as business leaders, mine developers, and railroad founders also resided in the district.
Examples of What “Historical Associations” ARE NOT:

Association with someone having only ownership of the land and subdivided or platted it for development (i.e. landowner did not build a house and live in the neighborhood). Many prominent businessmen owned land that they subdivided for development, but did not live in the area. This association is not substantial enough, nor is the ownership of a house that was rented out, and the owner never lived there.

A historic district where a number of influential persons lived does not meet this criterion if the contributions of specific individual(s) cannot be documented or their contributions did not occur while living in the house in question. Listing in the social directory or membership in a club is not valid.
If an applicant believes that a structure or district qualifies under Architecture, the application must explain how a district meets the Architecture category.

**Design Quality and Integrity.**
To qualify for architectural significance, the buildings in the district must have design quality and integrity. This means that the original or historic design qualities, details, and materials that give a structure or district its architectural significance must still be largely present and evident. Structures can have additions or alterations over time, if they still possess design quality and integrity. Particularly if these changes are not highly visible from public vantage points and do not affect the structure’s ability to convey its architectural significance under the criteria below.

A structure or district that is architecturally significant for its early brick craftsmanship and wooden porch spindle work would maintain its design quality if the brick and spindle work details are largely intact and evident on the structure or the majority of structures in the district. If many brick structures have been stuccoed and most porches have had their wooden porch details removed, then a district would lack design quality and integrity. A district significant for its collection of Craftsmen Bungalow residences, with rear additions and new garages would still likely have design quality and integrity if the character-defining roof forms, porches, ornate roof eaves, and original materials were still highly prominent from public vantage points.

**Architectural Significance.**
To qualify for designation, a structure or district must have Architectural Significance. Examples of structures and districts that meet the “Architecture” designation criteria ARE:

(a) **Embody distinguishing characteristics of an architectural style or type;**
   The majority of contributing structures within a district clearly display a particular architectural style or type.

   The Clements Historic District exemplifies elaborate Queen Anne style architecture and refined Italianate architecture popular at the turn of the century.

(b) **Be a significant example of the work of a recognized architect or master builder;**
   The districts contain multiple properties designed by renowned architects or builders.

   The Morgan Subdivision is associated with multiple prominent Denver architects including, Burnham Hoyt, Fisher and Fisher, and Maurice Biscoe.

(c) **Contain elements of architectural design, engineering, materials, craftsmanship, or artistic merit which represent a significant or influential innovation;**
   A district would demonstrate a specific innovation in the use of a material or an influential design pattern. Overall, the use of this criterion is rare.

(d) **Portray the environment of a group of people or physical development of an area in an era of history characterized by a distinctive architectural style;**
   The predominate architectural styles of a district relate to the development of the area.

   The A. M. Ghost Historic District is a distinct middle class neighborhood that is reflective of the late 19th century, as is illustrated in the Queen Anne, Craftsman Bungalow, and Classic Cottage architecture.
APPENDIX C
EXPLANATION OF DESIGNATION CATEGORY 3: GEOGRAPHY

Applicant must explain what important geographic “association” applies to the Landmark District Application.

Examples of structures and districts that meet the “Geographic Association” criteria ARE:

(a) **Have a prominent location or be an established, familiar, and orienting visual feature of the contemporary city;**
This includes districts that are unusually prominent due to location, such as districts located along a boulevard or park.

Smith’s Ditch Historic District is a familiar district with a prominent location in Washington Park. The East 7th Avenue Historic District fronts onto and borders the 7th Avenue parkway. Speer Boulevard Historic District is in a prominent location and serves as one of Denver’s major orienting visual features.

(b) **Promote understanding and appreciation of the urban environment by means of distinctive physical characteristics or rarity;**
The district illustrates distinct or rare characteristics of Denver or a pattern of historical development of the area.

The Ninth Street Historic District is a rarity as the houses are the last residences remaining in the former Auraria neighborhood. The Parkway Historic District provides an understanding of the City Beautiful movement and how development occurred along these parkways.

(c) **Make a special contribution to Denver’s distinctive character.**
The district displays characteristics distinctive of Denver.

Lower Downtown Historic District’s brick warehouse and industrial buildings located at the convergence of major railroad activities, and the distinctive stone Richardsonian Romanesque houses of West 28th Avenue Historic District built by and for local stone masons. Both historic districts make special contributions to Denver’s distinctive character.
Historic District Application
Individual Property Inventory Form
REQUIRED

Photo: Label photo by direction that elevation faces, such as South Elevation. Photos should show all street visible elevations, including one front-on view and oblique views of front and side elevations if visible from public vantage points. Three photos of each building maximum.

IDENTIFICATION:
1. District Name:
2. Building/Structure Street Address:
3. Date of Construction: Source (If different from assessor):

ARCHITECTURAL:
4. Architectural Style/Building type:
5. Primary Exterior Wall Material(s):
6. Primary Exterior Roof Material(s), if visible:

7. Key Architectural Features (List items such as: number of stories, form, size, porch, window types and materials, and special design features, such as towers or bay windows):

8. Construction History (List major observable additions, alterations, demolitions, missing features and provide circa date, if discernable):

9. Landscape or Special Setting Features: (List items such as: Denver Hill, tree lawn, concrete walkway, retaining wall):

10. Associated buildings and objects (List items such as: accessory structures, attached or detached garages):

RECORDING INFORMATION:
11. Date Form Completed: 12. Completed by:

CONTRIBUTING STATUS (Check one only):
☐ CONTRIBUTING ☐ NON-CONTRIBUTING
HISTORICAL:


Original Owner: Source:
15. Original/Historic Uses:
16. Current Use:

17. Historic Building/Structure Name (Typically first owner/occupant):

18. Current owner name and address (If different from street address):

19. Historical background (Describe briefly history of property, important occupants, historic events, etc.):

20. Attachments (Historic photos, newspaper articles, other information that is important to this property’s history)?
☐ Yes ☐ No
If yes, please list and describe attachments and sources:

INVENTORY FORM INSTRUCTIONS:

1. Please complete the required first page. If additional information is known, please complete the supplemental page.
2. Please complete one inventory form for each property in the proposed district. A single property is typically defined by its
Parcel I.D. A parcel or property can include several historic lots. If a vacant property is listed as a separate Parcel I.D. please
fill out a separate inventory form for this property, indicating if the property historically included buildings/structures.
3. We recommend that an applicant fill out three (3) inventory forms representing typical properties in a district first and
provide these to Landmark Preservation staff for review and comment.
4. Please fill out all fields on the form as completely as possible. If a particularly field is not applicable or known on a property,
please indicate. Each form must include a photo the building from public vantage points, with elevation
(north/south/east/west) labelled. Each photo should be clear, at least 300 DPI resolution, and at least 3 ½” by 5” in size.
Please also include a JPEG file of each photo.
5. Expand the forms as needed to include supplemental information, but individual forms should not exceed three pages total
(excluding attachments).
6. Provide completed forms as Word documents. They can be combined into a single document or be provided as separate
documents. If forms are provided as separate documents, please name files by address with no spaces (ex.: 1250Grant)

You can remove these instructions from each form once the forms are completed.