Structure for Preservation Designation Application Information

Preparing and Filing Your Application:

Please complete each section of the application. The application must be typed. Use paper no larger than 11"X17" for supplemental information. Once complete, please submit to Landmark Preservation Commission, 201 West Colfax Avenue Department 205, Denver, Colorado 80202. If you have questions about the application or designation process, please contact Landmark Preservation staff at landmark@denvergov.org or 720.865.2709.

This form is for structure designation only. Please review the Designation Types Policy or contact Landmark Preservation staff if you are unclear whether you should be applying for a district, or structure designation. A structure is defined as one or more of the following:

- A primary historic building and any closely associated accessory structures such as garages, sheds, barns, etc. The primary structure and accessory structures can be located on the same or separate legal parcel
- A series of attached structures or subcomponents joined by shared party walls or structural components, and which are unified in original design intent and construction
- Pavilions, grain elevators, canals and bridges, as well as objects such as fountains, monuments and statuary

Designation is a five step process that takes approximately 120 days from the time an application is submitted to the Landmark Preservation Commission

1. Set a preliminary application review with Landmark Preservation staff. This meeting will be a review of the draft designation application to advise what additional research may be needed. Additional information will be provided regarding the designation process and guidance to improve and strengthen the application.

2. Submit the completed final application along with required fees to Landmark Preservation.

3. Landmark Preservation staff will review the application to determine whether the application is complete and Denver landmark designation criteria are met.

4. Once Landmark Preservation staff determines that an application is complete and the designation criteria met, a public hearing before the Landmark Preservation Commission is set. All owners of record are notified by mail of the date, time, and place of the hearing. The Commission will hear public testimony at the hearing and determine if the property meets landmark designation criteria. If the Commission determines that a property meets landmark designation criteria, the application is then forwarded to City Council.

5. Upon recommendation of the Commission the designation application is forwarded to City Council. A committee of City Council will review the designation application and determine whether the case is ready to move forward to the full City Council meeting. The Denver City Council designates a landmark by considering the designation bill at two meetings or readings of City Council. The second and final reading before City Council is a public hearing. City Council provides final historic designation approval for a structure or historic district at the second reading. The designation goes into effect once the mayor signs the bill and second reading.

www.denvergov.org/preservation
Denver Landmark Preservation Commission Application Application for Landmark Designation

1. Name of Property

   Historic Name:

   Current Name:

2. Location

   Address:

   Legal Description:

3. Owner Information

   Name:

   Address:

   Phone:

   Email:

4. Applicant/Contact Person (If other than owner)

   Name:

   Address:

   Phone:

   Email:

5. General Data:

   Date of construction and major additions/alterations:

   Source of Information:

   Number, type, and date of construction of outbuildings:

   Source of Information:

   Approximate lot size and acreage:

   Source of Information:
Architect:
Source of Information:

Builder:
Source of Information:

Original Use:
Source of Information:

Present Use:
Source of Information:

Previous field documentation (date and surveyor)

National Register Status and date (listed, eligible, study list)

6. **Statement of Significance**

*Explain how the structure meets at least one criterion in at least two of the categories.*

To qualify as a Landmark, a property must meet at least one criterion in at least two of the three categories; history, architecture, geography. The specific criterion must be identified and a statement provided as to how the property meets each selected criterion. The explanation should summarize why the property meets the criterion and therefore has the exceptional, unusual, or outstanding characteristics that make it qualify as a Denver Landmark. As part of the designation criteria a structure must have historic and physical integrity.

**Landmark Designation Categories and Criteria**

**Category 1: History.**
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.**
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.**
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.
7. Architectural Description

Please provide a statement for each of the following:

a. Concisely describe the structure and its surrounds. Include building size, shape, # stories, materials, style and site terrain.

b. Architectural description including mention of major features, uncommon or unique design features, ancillary structures, and important landscape or site features. Also describe interior spaces with extraordinary design features (if any).

c. Describe character defining features; identify the key visual aspects that make up the character of this building.

d. Describe location and setting including physical context and relationship to neighborhood and other historic structures.

e. Describe major alterations to the exterior of the structure and dates of major alterations if known. Describe any plans to alter the exterior.

f. Include a statement describing how the building currently conveys its historic integrity. For example does it retain its original design, materials, location, workmanship, setting, historic associations and feeling?

8. History of the Structure and Its Associations

Please provide a statement for each of the following:

a. Describe the history of the structure and its associations with important individuals, groups, events, or historical trends.

b. Describe specific historical associations including why this structure has direct association with the individual, group, event, or historical trend.

c. Describe other structures that have similar associations and the relationship/comparison of this structure to these other structures.

9. Owner Consent to Designation:

I / We, the undersigned, acting as owner(s) of, the property described in this application for landmark designation do, hereby, give my consent to the designation of this structure as a Structure for Preservation.

I understand that this designation transfers with the title of the property should the property be sold, or if legal or beneficial title is otherwise transferred.

Owner(s): ____________________________ Date: ____________

(please print)

Owner(s): ____________________________ Date: ____________

(signature)

If the owner does not consent to designation, please describe the reasons for recommending designation:
It is strongly suggested that if the owner does not consent to designation the applicant should meet and discuss application with owner prior to filing an application. Provide a statement describing efforts that have been made to contact the owner to talk about designation and possible alternatives if owner does not consent to designation:

Applicant(s): ___________________________________________ Date: __________
(please print)

Applicant(s): ___________________________________________ Date: __________
(signature)

Applicant Address: ________________________________________

Applicant(s): ___________________________________________ Date: __________
(please print)

Applicant(s): ___________________________________________ Date: __________
(signature)

Applicant Address: ________________________________________

Applicant(s): ___________________________________________ Date: __________
(please print)

Applicant(s): ___________________________________________ Date: __________
(signature)

Applicant Address: ________________________________________

Three applicants are required if the designation does not have owner consent. All three applicants will need to be either a Denver resident, property owner or representative of a Denver based organization or business.

10. Resources
Provide a list of research sources used in compiling this application.

11. Photographs
Attach at least four (4) 5x7 or larger color photographs showing the views of the property from the public right of way(s) and any important features or details. If available, attach copies of historic photographs of the structure.

12. Site Map
An overall site plan should be included graphically depicting the building, the location of other significant site features and the boundaries of the designation.

13. Staff Visit
Site visit by LPC staff

14. Application Fee
There is a non refundable application fee of $250 for an individual structure with owner consent or $875 for an individual structure without owner consent. (Make check payable to Denver Manager of Revenue).

The designation process is outlined in Denver Revised Municipal Code; Chapter 30 which is based upon the criteria used by the National Register of Historic Places. National Register evaluation principles regarding criteria, categories, and integrity have been adapted for local applications. More information may be found at www.denvergov.org/preservation