Statement of Intent
This designation customer guide is designed to help community members in Denver preserve the buildings or sites that have historical, architectural, cultural or geographic significance through historic designation. Individual Landmarks and historic districts preserve the character of our neighborhoods and honor the people who make them special. Denver Landmark is dedicated to preserving the full history of the city by telling the stories of our historically excluded and marginalized communities through historic designations, historic contexts, and our Discover Denver city wide building survey.

This guide will help community members understand the requirements for landmark designation and the components required for a complete application.

Introduction
Denver’s City Council first enacted the Denver Landmark ordinance in 1967 to help preserve, enhance and encourage the use of structures and areas of the city with historical, architectural, cultural, and/or geographical significance.

Today, Denver’s historic places enhance the city’s unique identity, quality of life, and economic vitality. Designating a structure or district honors and protects the city’s significant places and diverse history. Designation also ensures future changes to a property or district will maintain its historic character and encourages rehabilitation of structures through state tax credit programs.

This designation guide lays out the requirements for a complete designation application and provides step-by-step guidance on how to write a designation application.
Applying for Landmark Designation

1 Pre-Application Meeting
Schedule a pre-application meeting with Landmark Preservation staff, who may help by:
• Assessing whether a property or properties have potential for landmark or historic designation
• Advising you which application and fees apply
• Advising you what additional research is needed to complete the application form
• Providing information about the designation process
• Providing guidance to improve and strengthen your application

To schedule your meeting, email: landmark@denvergov.org

2 Designation Application Criteria
Pay Fees & Access Application Forms at: www.DenverGov.org/historicdesignations
Have questions on your application? Email landmark@denvergov.org

To qualify for designation, a structure must:
1) Maintain physical integrity
2) Be at least 30 years old or be of exceptional importance
3) Meet at least three of the following ten criteria:
   A. Have a direct association with a significant historic event or with the historical development of the city, state, or nation;
   B. Have direct and substantial association with a recognized person or group of persons who had influence on society;
   C. Embody the distinctive visible characteristics of an architectural style or type;
   D. Be a significant example of the work of a recognized architect or master builder;
   E. Contain elements of design, engineering, materials, craftsmanship, or artistic merit which represent a significant innovation or technical achievement;
   F. Represent an established and familiar feature of the neighborhood, community or contemporary city, due to its prominent location or physical characteristics;
   G. Promote understanding and appreciation of the urban environment by means of distinctive physical characteristics or rarity;
   H. Represent an era of culture or heritage that allows an understanding of how the site was used by past generations;
   I. Be a physical attribute of a neighborhood, community, or the city that is a source of pride or cultural understanding;
   J. Be associated with social movements, institutions, or patterns of growth or change that contributed significantly to the culture of the neighborhood, community, city, state, or nation.

3 Application Review
Landmark Preservation staff will review your application to determine whether the application is complete and Denver landmark designation criteria are met. Applicants may need to respond to staff comments.

4 Landmark Preservation Commission Public Hearing
Once an application is considered complete and landmark designation criteria are met, a public hearing is scheduled before the Landmark Preservation Commission (LPC).
• The owner(s) are notified and a sign is posted along the proposed boundaries of the district announcing the pending designation and public hearing.
• The LPC will hear public testimony and determine if the district meets landmark designation criteria.
• If the LPC determines that the district meets landmark designation criteria, the application is forwarded to City Council.

5 City Council Review & Public Hearing
A committee of City Council will review the designation application and vote on whether to advance to the full City Council for a final hearing and vote. City Council will hear public testimony at the hearing and make a final determination on designation.
1. Historic District Information

Fill out Historic District Information Section with the Name of District and Location

Name of District
Select a name that best reflects the district’s historic significance or was commonly used for the district during the period of significance. Names of historic districts should reflect the area as a whole rather than specific buildings or sites within it. For a primarily residential district, the street name, subdivision or neighborhood name may be appropriate. For a commercial district, the geographic location, prominent historic industry or other identifying feature may be appropriate.

Location
Legal Description & Designation Boundary
A property’s legal description can be found through the Assessor’s Office Real Property Search at www.denvergov.org/Property/. A district’s legal description should encompass all lots that will be within the designation boundary. Please consult with Landmark staff for help with the legal description. City staff will confirm the boundary with the City Surveyor.

Example of Designation Boundary
Plots 1, 2, 3, 4, 5, and 6 of the Vassar Resubdivision of part of Block 2 Broadway Highlands, City and County of Denver, State of Colorado. Together with the adjoining public rights-of-way but only to the centerline thereof.

Vassar School Historic District with proposed boundaries
The boundary of the Vassar School Historic District encompasses the individual property boundaries of six houses, all of which are contributing structures.
1. Historic District Information

Fill out Historic District Information Section with the Name of District and Location

**Determining a Designation Boundary:**

**Historic District/Historic Cultural District:**
Historic Districts are designated due to the collective significance of the resources within the boundaries of the district. Districts boundaries should relate to the chosen significance criteria, period of significance and historic context.

Historic District boundaries should be contiguous – properties should not be excluded from the center of the district (no ‘doughnut holes’).

**Thematic Historic District:**
Thematic historic districts are also designated due to the collective significance of the selected resources. As thematic historic districts may not be contiguous, the district boundaries will encompass each individual property being designated.

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La Alma Lincoln Park Historic Cultural District Boundary Map (March 2021)

A solid line shows the proposed boundaries of the La Alma Lincoln Park Historic District, which encompasses several residential blocks and La Alma Lincoln Park, with dots identifying contributing and non-contributing structures within the proposed boundaries.
1. Historic District Information

Terms to Know

Resources
A ‘resource’ is any primary structure or accessory structure within the designation boundary.

Primary Structure(s)
Any building, such as a house, church, business, etc. that is created principally to shelter human activity.

Feature(s)
Structures or sites that are smaller in scale but still part of the built environment, such as gazebos, decks and patios, pathways, and plazas.

Accessory Structure(s)
A subordinate structure located within the designated boundary that is supplementary to the primary building, such as a carriage house, detached garage, or barn.

Note: A historic district may include houses and commercial structures (primary structures), garages and carriage houses (accessory structures), and a park with a large open space and plaza (features). For districts, it is typically not necessary to include information about smaller scale features such as fences, walls, and sheds.

Contributing and Noncontributing Resources
Describe how contributing and non-contributing resources have been determined.

This will be related to the identified significance criteria, designated period of significance and the integrity of the resources within the historic district. These ‘resources’ are considered either contributing or non-contributing to the district:

Contributing
A contributing resource is one that helps convey the historic, architectural, geographic or cultural significance for which the district is being designated. Resources that were constructed or used within the period of significance are generally considered to be contributing. For historic districts, only call out accessory structures or site features if they are contributing to the designation.

Example of a contributing primary structure: This Classic Cottage style home is a contributing primary structure to the historic district due to its architectural significance.

Example of a non-contributing accessory structure: This garage is considered a non-contributing accessory structure to the historic district.

Non-Contributing
A non-contributing resource is one that does not convey the historic, architectural, geographic or cultural significance for which the individual landmark is being designated. It is typically built outside the period of significance or has been so heavily altered that it does not retain its integrity and thus can no longer convey its significance.
1. Historic District Information

Resource Inventory Tables

**Example 1**
In a historic district designated for history, architecture and geography with a period of significance of 1890 to 1935, a Denver Square built in 1910 would be considered contributing. A Minimal Traditional building constructed in 1945 would be considered non-contributing. The table would be filled out like the example to the right.

**Example 2**
In a historic district designated for history and culture with a period of significance from 1880 to 1960, a Queen Anne built in 1882 and altered in 1950 would be considered contributing. An associated carriage house, built in the style of the original home would also be contributing and would be noted in the “other contributing resource” table. A Minimal Traditional building constructed in 1945 would also be considered contributing. The table would be filled out like the example to the right.

**Example 3**
In a park designated as a historic district, significant for its history, geography and culture, with a period of significance of 1906 to 1950, there may not be a primary structure. However, accessory structures and site features built within this period of significance would generally be considered contributing if they are unaltered. An accessory structure may be a boat house or gazebo. Features may include fountains, walls, or other site features. The table would be filled out like the example to the right.

La Raza Park is an example of a park designated as a historic district.
2. Applicant Information

Owner / Applicants
Landmark designation applications may be submitted by:

- Owner(s) within the proposed District, or
- Members of City Council, or
- The Manager of Community Planning and Development, or
- Three Denver residents who are not owners of the subject property or properties.

Notes:

Applicants must fill out their contact information and sign the following page. This must be a “wet” signature, not a digital signature.

If a member of City Council or the manager of CPD is the primary applicant, an alternative primary point of contact may be appointed.

If three residents of Denver are the applicants, one applicant must be appointed as the primary contact. The primary applicant will have important responsibilities and will need to be in frequent contact with city staff throughout the designation process. There should be no more than three applicants, per the Landmark Preservation Ordinance (DRMC Chapter 30). Direct those who wish to support the designation application to write a letter to the Landmark Preservation Commission or City Council, participate in the city-hosted online survey, and/or attend the ordinance-required public hearings held throughout the designation process.

Prepared By
Please list the primary researcher/writer of the application. This may be an applicant, community member, or consultant.
3. Significance

Criteria for Significance
Check the applicable criteria from the list.

A historic district is designated because of its significance – its unique story helps people understand Denver’s rich and diverse history.

In Denver, significance is evaluated through ten criteria. The criteria are related to four different areas of significance – history, architecture, geography, and culture. A historic district must meet at least three of the ten criteria to qualify for designation.

For a historic district, not every property will meet all criteria selected, but when taken as a whole, the properties should collectively convey the significance of the three or more selected criteria. It is up to the applicant(s) to justify why a particular group of buildings meets the chosen criteria. Staff can provide guidance and explanation of the criteria, but the applicants must choose the criteria they believe best represent the district and its significance.

Statement of Significance
Provide a summary paragraph for each applicable criterion.

The statement of significance should be short and concise and should explain how a district directly meets each of the chosen criteria.

For each criterion the district meets, include one or two paragraphs directly explaining how the district as a whole meets the selected criterion. Be sure to use facts to support these claims – key dates, people and events that contribute to the significance of the district.

The statement of significance is not an exhaustive or extensive history of the district. Instead, it should call out key facts that highlight how the district meets the chosen criterion. If a reader were to only read this section of the designation application, they should be able to understand why the proposed district qualifies for designation.

Additional details about the district’s history and development, including notable owners, can be put in Section 6, Historic Context / Historical Narrative.

Criteria for Significance

A. Have a direct association with a significant historic event or with the historical development of the city, state, or nation;

B. Have direct and substantial association with a recognized person or group of persons who had influence on society;

C. Embody the distinctive visible characteristics of an architectural style or type;

D. Be a significant example of the work of a recognized architect or master builder;

E. Contain elements of design, engineering, materials, craftsmanship, or artistic merit which represent a significant innovation or technical achievement;

F. Represent an established and familiar feature of the neighborhood, community or contemporary city, due to its prominent location or physical characteristics;

G. Promote understanding and appreciation of the urban environment by means of distinctive physical characteristics or rarity;

H. Represent an era of culture or heritage that allows an understanding of how the site was used by past generations;

I. Be a physical attribute of a neighborhood, community, or the city that is a source of pride or cultural understanding;

J. Be associated with social movements, institutions, or patterns of growth or change that contributed significantly to the culture of the neighborhood, community, city, state, or nation.
3. Significance

**Period of Significance**

*Provide a paragraph or two explaining the period of significance.*

The period of significance is the time period during which a structure gained its historic, architectural, geographic, or cultural importance. Properties or features built outside the identified period of significance or that have been greatly altered outside the period of significance may be considered non-contributing. Therefore, it is important to provide an explanation for the period of significance to help determine which buildings or features are contributing or non-contributing. Since districts are designated for more than one criterion, the period of significance should encompass all the criteria for which the district is significant.

- If a district is **significant for its architecture**, the period of significance would include the period of development of the district, during which the properties were designed and constructed.
- A district **significant for its association with a cultural event or cultural group** would have a period of significance that encompasses the time period in which the event occurred or the group was associated with the district.

**You Should Know:**

Periods of significance are rarely a single year. Additionally, they should be contiguous and should not be broken up (1890-1965 as opposed to 1890-1945 and 1955-1965 for example.)

**Choosing An End Date:**

If the association is still ongoing, select an end date 30 years prior to the time of designation, unless the district qualifies for exceptional importance (see below).

**Exceptional Importance:**

If certain resources or events are so immediately recognized and documented as significant, they may be eligible for landmark status even if they are less than 30 years old. In this case, they are considered to have exceptional importance. Consult with staff to determine if the proposed historic district qualifies as “exceptionally important.”

**Examples of ‘Significance’**

*In a neighborhood that was first developed in the 1880s as work-force housing for railway workers and was later significant as a predominantly African-American neighborhood, the period of significance would encompass both periods. In some cases, the period of significance may extend to 30 years prior to designation.*
4. District Description

Briefly describe the general characteristics of the district, such as its location, street layout, primary use (residential or commercial) and any significant geographical features and streetscape design.

This should be a brief narrative description of the historic district as it appears at the time of designation. Describe the district’s general architectural character, including representative types and/or styles of building, and streetscape design. A list, graph, or table of architectural styles or types found throughout the district may be included but is not required. Also note any major alterations to the district, such as street realignment, infill construction or redevelopment. Finally, identify any character-defining features of the historic district here.

**What is a Character-Defining Feature?**
Character-defining features are the distinctive historic physical characteristics of the district. This may include the overall scale of the buildings, their materials, craftsmanship, as well as the various aspects of the district’s site and environment. The character-defining features will vary depending on the nature and composition of the district. The column to the right lists characteristics that may be considered when determining a district’s character-defining features.

**Examples of Character-Defining Features**

### Pattern of Development
- Subdivisions or plats
- Street layout – grid or curvilinear, boulevards or former streetcar lines
- Presence or absence of alleys
- Sidewalks – adjacent to street or tree lawn, width, materials
- Tree lawns – width, tree canopy, materials/vegetation

### Lots
- Lot sizes – consistent or varying, average sizes
- Corner lots conform to interior lots or vary in size and/or orientation
- Fences, retaining walls, other decorative features

### Structures
- Rhythm of buildings – consistent or inconsistent front and side setbacks
- Similar or varying heights/stories
- High-style or vernacular
- Primary materials
- Front porches – full width or partial width, one or two stories
- Garages – detached or attached, other accessory structures

### Other features
- Parks – large park or pocket parks
- Embedded commercial nodes or corners
**4. District Description**

Briefly describe the general characteristics of the district, such as its location, street layout, primary use (residential or commercial) and any significant geographical features and streetscape design.

**Examples of ‘District Features’**

- **GARAGE / CARRIAGE HOUSE** with original brick construction
- **PRIMAR Y STRUCTURE** with front-facing entrance
- **TREE LAWN** with consistent spacing
- **ALLEY ACCESS** with enclosed backyard
- **CONSISTENT FRONT SETBACK** with front yard fences

**Examples of ‘District Features’**

- **PASEO** with raised planter
- **PEDESTRIAN ORIENTED** with two to four story buildings
- **CONSISTENT STREET FRONTAGE**
- **PRIMARY STRUCTURE** with original brick facade
- **MIXED-USE** with commercial and residential uses
5. Integrity

Describe the district’s integrity, using the seven qualities that define integrity: location, setting, design, materials, workmanship, feeling and association.

The National Register of Historic Places defines integrity as a district’s ability to convey its significance. These are the same seven aspects of integrity for Denver Landmarks: location, setting, design, materials, workmanship, feeling and association.

All of these aspects of integrity work together to give a district its integrity, although it is possible for a the district as a whole to retain integrity even if some resources have been altered. A property can be in poor condition, but the district can still effectively convey its significance, and thus retain its historic integrity. Conversely, properties can be in good condition, but have been so greatly altered that they can no longer convey their significance, and thus the district has lost integrity.

1. A historic district may have integrity of location if it remains in the same location where it was built and where it was located during its period of significance.

2. A historic district may have integrity of setting if the surrounding environment retains its physical characteristics.

3. A historic district may have integrity of design if it still exhibits the conscious design choices made by its builders or owners. Design choices include aesthetic choices such as architectural style or ornamentation, construction materials, window and door patterns and even landscape features.

4. A historic district may have integrity of materials if the majority of buildings retain the exterior materials (brick, stone, stucco, wood) used for their construction.

5. A historic district may have integrity of workmanship if it still shows evidence of those who created it. Workmanship refers to the artisans who crafted the building – from masons who laid the brick walls, to woodworkers who created architectural details.

6. A historic district may have integrity of feeling if the buildings can still convey or express the time in which it was built or the period of time for which it is being designated.

7. A historic district may have integrity of association if it is being designated for a historic event or person, and that association is apparent through intact physical characteristics.

You Should Know:
A historic district’s character-defining features and integrity are closely related. If many of the district’s character-defining features have been altered, it may not retain all aspects of integrity.

Examples of ‘Integrity’

Photos of the Alamo Placita Historic District, with a period of significance of 1889-1942.

A historic district which retains its historic integrity, although some buildings have been altered including material, window and site changes.

A historic district which retains its historic integrity, although some buildings have been altered including window and porch changes.

A historic district which retains its historic integrity, although some buildings have been altered including siding and porch changes.
5. Integrity

Describe the structure’s integrity, using the seven qualities that define integrity:
location, setting, design, materials, workmanship, feeling and association.

Examples of ‘Integrity’

The La Alma / Lincoln Park Historic Cultural District retains its integrity of location, setting, design, materials, workmanship, feeling and association. The district retains integrity of location since the layout of Lincoln Park, neighboring residential areas, and the general streets have remained the same since the district’s earliest platting. The qualities of design, materials and workmanship are also retained through the vernacular nature of the houses, which have been preserved through alterations that met the specific needs of the residents throughout the period of significance. Exterior materials on the houses have changed but these changes have not altered the integrity of design or workmanship, given the vernacular nature of the district.

Feeling and association is also preserved in the district because of the continued use of most of the structures as homes. The presence of murals on many recreational structures in the park and the general awareness in the city of the area’s cultural heritage also provide integrity of feeling and association. As a group, this collection of buildings clearly reflects the significance of the people, the history, and the culture from the early Denver settlement through the 1960s-70s.

- Excerpt from the La Alma / Lincoln Park designation application

Images from the La Alma Lincoln Park Historic Cultural District.
6. Historic Context / Historical Narrative

Describe the history of the district, including events, activities and associations that relate the structure to its historic, architectural, geographic, or cultural significance.

The historic context / historical narrative is the summary of the history of a place, and the connections between that place and broader happenings in the neighborhood, community, city, state, or nation. The historic context helps the community, city staff, Landmark Preservation Commission, and City Council understand a district’s specific story and its significance.

The Landmark ordinance defines a historic context as:

those patterns, themes, or trends in history by which a specific structure or district is understood. It refers to the cultural, social, religious, economic, and/or political conditions that existed during a certain time and at a place and provides the background necessary to understand how and why a structure or district may have historic, architectural, geographic, or cultural significance.

The historic context also takes a historic district’s specific story and illustrates how that district relates to the broader history of the city, state or nation. In this way, a historic context weaves the district’s history into the broader patterns of history. A historic district’s significance criteria, period of significance and contributing features are all determined by studying the district’s historic context.

What is NOT Included in a Historic Context?

A historic context is not simply an exhaustive list of property owners and their families. In fact, many property owners may be omitted from the narrative if they do not contribute to the significance of the district as a whole. A historic context is also not an extensive, all-encompassing history of a place or community. While it is important to provide background information to orient readers to the history of a place, extensive histories can confuse readers and make the significance of a site or district unclear.

Information provided in the historic context should pass the “so what” test:

When researching or writing, it helps to ask, “So what information does this sentence, paragraph, or section provide to help explain how land use patterns developed or why the built environment looks the way it does today?” Wars, fires, expositions, arrivals of the rail roads and streetcar lines, visits by presidents, and other such events generally serve as historical markers or frame time periods. But unless a connection is made between that information about what happened in the past and how it shaped today’s built environment, then “so what?” … Only when the context writer makes an explicit connection between the history and the extant land use patterns or built environment, will the historic context pass the “so what” test and be a useful tool...

6. Historic Context / Historical Narrative

Describe the history of the structure, including events, activities and associations that relate the structure to its historic, architectural, geographic, or cultural significance.

How Do I Write a Historic Context?
A historic context in a designation application should be a narrative description that includes information about prevailing historic and cultural themes, a specific chronological period, and a defined geographic area.

Suggested format:

- **Summary Statement of Historic Context**
  Begin with a summary that identifies the district boundaries, areas of significance or historical themes, and time periods that will be discussed in the historic context.

- **District Background**
  Present a brief overview of the district’s history. This may include a description of notable property owners, developers or occupants, architects (if known), etc. This may also include ownership or development information that precedes construction or the period of significance.

- **Exploration of History and Relation to District**
  Summarize the historical development of the district, as it relates to the identified areas of significance in both the local and national or statewide contexts. From there, describe how the history of the district and its associations (owners, occupants, community, architects, events, social movements, etc.) relate to these areas of significance and criteria. Remember – the context should tell readers “so what?” Be sure to directly tie the district to the chosen areas of significance.

- **Conclusion**
  Paragraph that summarizes the district’s importance and why it should be designated.

You Should Know:
There are many historic contexts already written for several neighborhoods in the city, or which cover particular demographics, building types or historical trends. Many of these are listed in the Resources section below. If there is already an existing historic context that is relevant to your district, don’t hesitate to use it – just be sure to cite your work!

Compare and Contrast:

**Statement of Significance vs. Historic Context/Historical Narrative**
The statement of significance is a concise summary of the district’s importance. It articulates the reason why the district should be designated. For each criterion, the statement is typically one or two paragraphs in length.

The historic context supports the statement of significance by expanding on the themes of each criterion. It provides additional background information that helps the reader better understand the history of the district. In contrast to the statement of significance, the historic context is generally much longer, often several pages in length.
6. Historic Context / Historical Narrative

Describe the history of the structure, including events, activities and associations that relate the structure to its historic, architectural, geographic, or cultural significance.

Useful Resources for Historic Contexts:

There are many resources available online detailing Colorado and Denver history, including many historic contexts related to specific periods of Denver’s history and specialized topics of interest. Many are available through the Denver Public Library’s Special Collections and Archives Department (online at history.denverlibrary.org or at the Central Branch Library) or at the Blair-Caldwell African American Research Library. The collections have a wide variety of both physical and microfiche resources related to Denver’s history, architecture and culture. They have numerous primary sources, including Denver City Directories and newspapers such as the Denver Post, Rocky Mountain News, Denver Star and many others. Denver building permits are also available from 1889 to 1892, and 1900 to 1955.

The department also has a large selection of digitized maps that can help determine construction dates and alterations or additions to buildings. The 1887 Robinson Atlas, the 1905 Baist Atlas, and a historic aerial of the city from 1933 are all available online. Additionally, you can access the Denver Sanborn Fire Insurance maps with a library card. Physical copies are available at the Central Branch Library.

Online Research Resources

Discover Denver – Historic Contexts and Survey Reports

Discover Denver is a citywide building survey focused on identifying buildings that are historically, architecturally or culturally significant to Denver’s history. The survey documents the city’s individual buildings, the histories of its neighborhoods, and the stories important to its communities. Led by Historic Denver, Inc. and the City and County of Denver, the project is funded primarily by a grant from the Colorado State Historical Fund. Discover Denver produces historic context and neighborhood survey reports that are very detailed and highlight significant aspects of each neighborhood surveyed. These contexts and survey reports can kick start a designation application by providing a pre-written historic context and property details. More surveys are added all the time, so be sure to check the website for the most up-to-date information. To access Discover Denver inventory forms and History Colorado survey forms, consult with landmark staff.

- Website: discoverdenver.CO
- Where to find historic contexts documents: discoverdenver.co/documents

Denver In Context – Historic Context Series

The City and County of Denver also has a historic context series, Denver In Context, documenting the history of historically excluded communities and groups from throughout Denver’s history. Completed studies and information about ongoing work are available online.

- Website: DenverGov.org/denverincontext

Other Helpful Resources

Note: If you are reading this document electronically, you may click on the resources below to access them directly. If you have printed this document, links are available at DenverGov.org/historicdesignations under “Online Resources for Historic Designations.”

Local Historic Contexts:

- Denver Neighborhood History Project, 1993-94
- Historic Residential Suburbs of Metropolitan Denver
- Commercial Resources of East Colfax Avenue, Denver, Colorado
- Colorado’s Mid-Century Schools

On Writing Historic Contexts:

- California Preservation Foundation, “Historic Context Statements” (PDF)
- Barbara Wyatt, “The Components of a Historic Context – A National Register White Paper” (PDF)
7. Additional Information

Bibliography
Supply a list of sources used in compiling this application.

Each nomination should include a bibliography and cite sources where appropriate. Please follow the MLA, Chicago Manual of Style or another standard style when completing a bibliography. Be sure to cite all your sources, including newspaper articles, books, interviews, oral histories and websites. Strong applications will use a variety of sources.

Bibliography Examples

Books

Journal Articles

Newspaper Articles

Oral Histories
Honorable Judge John Kane, interviewed by Harold A. Haddon, 2019. The Historical Society of the Tenth Judicial District, Denver CO.

Websites

Public Outreach
Applicants must provide a written description of all outreach efforts, including, but not limited to: property owner/resident meetings (including number of attendees and information on neighborhood representation), registered neighborhood organization (RNO) or similar neighborhood organization meetings, newsletters, fliers, one-on-one meetings with property owners, etc. Once a complete application is submitted, the City and County of Denver will host an informational meeting about the designation process and will mail invitations to all property owners. However, that community meeting should not be the only outreach performed.

A substantial effort to communicate with all property owners within a district prior to submitting an application is required.

Boundary Map
Attach a map that graphically depicts the boundaries of the district and indicates the contributing and non-contributing properties within the district.

District Property List
As noted in the general property data section, please attach a map showing the designation boundary and a list of properties by address, with the contributing/non-contributing status of each property denoted (for example, 220 Main Street – Contributing, 221 Main Street – Non-Contributing, etc.). This list should either be inserted into the application form or, if lengthy, attached as a separate Word document or Excel spreadsheet.
7. Additional Information

Photographs

- Include clear, color of representative streetscapes and any character-defining features of the district.
- These photographs should be taken from public right of way.
- If available, include historic photographs of the district.
- Photographs of each individual building should be included in the inventory table (See below).
- Photographs should be provided in a JPEG or PNG format, 300 dpi or similar resolution.

![Photo examples for Wyman Historic District show range of building types. Because of the area, examples include residential and non-residential building representations.](image)

Historic District Inventory Table

Complete the inventory table, including a photo for all primary buildings in the district. Follow the template included in the designation application.

**Inventory Table Components**

- **Representative photograph**: Photograph(s) of the primary building should be included, showing an unobscured view of the front façade. Multiple photos may be included, if needed.
- **Contributing**: Yes/No
- **Name**: Buildings in historic districts may or may not have names. Use N/A as needed.
- **Style**: Architectural style or type.
- **Construction date**: Based on Assessor’s records, building permits, newspaper articles etc.
- **Accessory structures**: Garages, carriage houses (not necessarily contributing). Please note here if the accessory structure is contributing. Otherwise, the accessory structure will be considered non-contributing.
- **Additional information, if known (optional)**: Architect and/or builder name, and construction history or major alterations. Notable owners, residents or occupants may be included.

![Example inventory table. Note: the extra text describing “additional information” is optional.](image)
Submit Your Application

Submit Application via Email
When you are ready to submit your complete application, please email your application and all attachments to landmark@denvergov.org.

If the application is larger than 25 MB, contact Landmark staff to set up a secure fileshare folder for the application. Landmark staff will review the application for completeness and be in touch with next steps.

Landmark staff is here to support you!

Staff can answer questions, offer advice and provide example designation applications for reference.

Pay Application Fees
Coordinate with staff to pay the application fee. Find the correct fee below. Make check payable to Denver Manager of Finance.

Application for designation of a district for preservation:
- 1 to 100 Structures in District, $500
- 101 to 200 Structures in District, $750
- 201 to 300 Structures in District, $1000
- 301+ Structures in District, $1500

Contact Us at landmark@denvergov.org