



PROJECT ADDRESS: _____

APPLICANT NAME & COMPANY: _____

APPLICANT EMAIL ADDRESS: _____

APPLICANT PHONE NUMBER (INCLUDING AREA CODE): _____

All applications must include:

- **This completed form signed by the applicant, and the application checklist (3 pages in total)**
- **A photo of the building from the street(s)**
- **Photos of the side(s) of the building where the work is proposed.**
- **Additional submittal requirements are indicated for each review type below.**

Reroofing (same material as existing only)

Existing material and color: _____

Proposed roofing product (brand, model and color): _____

Provide the following:

- The manufacturer’s cut sheet or product information for the roofing product.

Replacing existing fencing or adding new fencing

Existing materials and height: _____

Proposed materials and height: _____

Provide the following:

- A dimensioned site plan indicating existing fencing that will be retained, and any proposed fencing.
- A dimensioned elevation of proposed fencing, labeled with all materials.
- For a proposed rear-yard fence over 6’ but less than 8’ in height, provide contextual photographs from at least three neighboring properties. These photographs must clearly show a measuring tape placed against the fence with the full measurement visible to demonstrate that the fences taller than 6’ are common in the neighborhood.

Installing 1-2 new flat-profile skylights on a side or rear roof

Provide the following:

- A dimensioned roof plan indicating skylight location(s) and size(s)
- Manufacturer’s cut sheet of proposed skylight(s) including curb height



- HVAC replacement or new installation

Existing dimensions (length, width, height): _____

Proposed dimensions (length, width, height): _____

Provide the following:

- A dimensioned site plan or roof plan indicating the location of HVAC unit(s)
- Manufacturer’s cut sheet with exact model indicated
- An elevation drawing or marked up exterior photograph showing location of unit(s) and all line sets or other associated elements.

- Simple exterior mechanical work, such as vents, louvers, or additional line sets

Proposed dimensions (length, width, height): _____

Provide the following:

- An elevation drawing or marked up exterior photograph showing location of vents, louvers, new line sets or other associated elements.

- Simple exterior electrical work at the rear of the building

Provide the following:

- An elevation drawing or marked up exterior photograph showing location of proposed electrical work, all conduit, or other associated elements.

- Installing rear-yard sheds not on foundations (less than 100 sq. ft.)

Proposed dimensions (length, width, height): _____

Provide the following:

- A dimensioned site plan indicating shed location
- Dimensioned elevation drawings of shed labeled indicating all materials. If shed is pre-fabricated, the manufacturer’s product images indicating dimensions and materials is sufficient.

- Replacing or installing new rear-yard ground level decks

Existing materials and dimensions of deck: _____

Proposed materials and dimensions of deck: _____

Provide the following:

- A dimensioned site plan indicating deck location
- A dimensioned plan and elevation view of the deck labeled with all materials

Description of Project Scope (required for all proposed work):

Submittal Instructions:

Submit all application materials via the Denver e-permit portal:

<https://aca-prod.accela.com/denver/default.aspx>

- Apply for a Quick Permit for all MECH, ELEC, and ROOFSIDE permits.
- For all other Landmark quick review application types, apply for a Landmark Certificate of Appropriateness.

By signing below, I attest that no additional exterior work or window replacement will occur under this application.

Signature: _____ Date: _____

Please note: some applications may require further review. Landmark staff will contact the applicant when these situations arise.