



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.**

Roofing (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 of exterior equipment (length, width, height): \_\_\_\_\_

Proposed dimensions of exterior equipment (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 side or 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 a shed in which any of the following is true:

1. Located in the front 50% of the zone lot, or
2. Located less than 5 feet away from the primary structure, or
3. More than 200 square feet in footprint, or
4. Has a plate height higher than 8 feet, or
5. Is taller than 14 feet at its highest point, or
6. Will be on a permanent foundation

Provide the following:

- A dimensioned site plan indicating shed location and dimensions of the shed
- A 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

Proposed materials and dimensions of deck: \_\_\_\_\_

Provide the following:

- A dimensioned site plan indicating deck location, plus a dimensioned 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.