



# Historic Preservation Board

30 S. Nevada Avenue, Suite 105 | Colorado Springs, CO 80901  
(719) 385-5905



Site Address:

Project Name:

Tax Schedule No.:

Existing Zone:

Type of Intended Action (check all that apply):

Demolition (total)

Rehabilitation/Restoration

Demolition (partial)

Re-Roof

New Construction

Project Summary:

Owner:

Address:

City/State:

Zip Code:

Telephone No.:

Email:

Applicant:

Address:

City/State:

Zip Code:

Telephone No.:

Email:

I hereby certify that I am the authorized applicant named above and that I have familiarized myself with the rules, regulations and procedures with respect to preparing and filing the application, and that all statements, answers and information provided as part of this submittal are in all respects true and accurate to the best of my knowledge and belief. I understand this application will not be formally accepted until all required information is received by the Land Use Review Division.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\*\*Applicant must provide all submittal exhibits for complete application\*\***

Planner Authorization (CITY USE ONLY):

Complete Application/Authorization

Date: \_\_\_\_\_

Narrative

Assigned to: \_\_\_\_\_

Project Blurb

File No(s): \_\_\_\_\_

Four (4) copies of exhibits

\_\_\_\_\_



**Review Criteria (section 7.5.1605.C of the Zoning Ordinance):**

1. The effect of the proposed work upon the general historical and/or architectural character of the historic preservation overlay zone.
  2. The architectural style, arrangement, texture and materials of existing and proposed structures, and their relation to the structures in the historic preservation overlay zone.
  3. The effects of the proposed working in creating, changing or destroying the exterior architectural features of the structure upon which such work is to be done.
  4. The effect of the work upon the protection, enhancement, perpetuation and use of the historic preservation overlay zone.
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**Submittal Exhibits:**

Complete Application/Authorization: If the applicant is other than the owner, provide authorization from the property owner specifying the extent to which representation is allowed. The authorized representative should have the authority to commit to and make changes discussed before the Preservation Board.

Narrative: Describe the full scope of proposed work to be done on the site. Applications for the Board must follow the review criteria listed in the Design Standards. Review these standards and reference, by number (e.g. A10, B2, C3d), the pertinent Design Standards met.

Site Plans: (Submit four [4] copies showing the following information)

Vicinity Map

Legal Description of the property

Bar Scale (at 1" = 10', 1" = 20', etc.)

North Arrow

Property line and dimensions

All structures with dimensions, existing and proposed

Required and actual setbacks of all structures from property lines

Any other improvements (e.g. fencing, patios, etc.)

General location of structures on adjacent properties

Location(s) and dimensions of any signs, existing and proposed

Location(s) and dimensions of any parking areas, existing and proposed

Number and type of parking spaces (standard, handicapped, compact, tandem)

Parking formula used to calculate required off-street parking spaces

Proposed landscaping treatment (location, type, and size) of parking lot

A legend in the lower right-hand corner containing:

Property address

Lot size (in square feet)

Square footage of each structure, both existing and proposed

Total lot coverage

Height of each structure, both existing and proposed

Name, address, and phone number of applicant and owner

Elevation Drawings: Submit elevations illustrating the façade after the proposed alteration. Proposed materials must be identified. Distinguish the proposed work from the existing façade (if applicable).

\*\*Applicants may include other information, such as photographs, written contractor statements of the condition of the structure, and brochures depicting building materials and supplies. \*\*

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**Meeting Schedule:**

Applications will be initially reviewed by the Minor Work Committee of the Historic Preservation Board. The Committee meets the 2nd and 4th Tuesday of each month in the Land Use Review office. See deadline schedule.

**Requirements for Review:**

Any necessary nonuse variances or other zoning applications must have been approved by Land Use Review prior to scheduling the item for hearing. Four (4) sets of exhibits must accompany an application.