



337 E. Bennett Ave., POB 430, Cripple Creek, CO 80813 – Phone (719) 689-3905

**APPLICATION FOR:**

DATE FILED \_\_\_\_\_  
NOTIFICATION # \_\_\_\_\_  
FEE RECEIVED \_\_\_\_\_

- CERTIFICATE OF APPROPRIATENESS:** Proposed Work or Activity:  
(Circle one – See Definitions on Page 5 of this Application Form)
  - Conditional Certificate of Appropriateness
  - Demolition
  - New Construction
  - Preservation
  - Reconstruction
  - Rehabilitation
  - Restoration
  - Dismantling and Restoration

- CERTIFICATE OF APPROPRIATENESS:** Exemption:  
Painting of façade only (no fee)

- CERTIFICATE OF ECONOMIC HARDSHIP**

- CERTIFICATE OF NONAPPLICABILITY**

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: HOME \_\_\_\_\_ WORK \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

PHYSICAL ADDRESS OF PROPERTY: \_\_\_\_\_

PHONE NUMBER: HOME \_\_\_\_\_ WORK \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY ON WHICH PROPOSED WORK OR ACTIVITY IS TO BE DONE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SQUARE FOOTAGE OF FAÇADE EFFECTED BY PROPOSED WORK OR ACTIVITY including all exposed elevations (roof excluded): \_\_\_\_\_

I hereby certify that I am the applicant named herein and that I understand the rules and regulations with respect to preparing and filing this request, and that the foregoing statements are true and accurate to the best of my knowledge. I also acknowledge that approval of the Certificate of Appropriateness, Economic Hardship requested will be conditional, pending completion of the type of project for which the Certificate of Appropriateness, Economic Hardship or Nonapplicability is requested.

The Historic Preservation Commission reserves the right to withdraw its approval of a Certificate of Appropriateness, Economic Hardship or Nonapplicability if any aspect of the project is not considered historically appropriate, is incongruous with the historic character of the surrounding district, detracts from the National Landmark Status of the City of Cripple Creek, in either the spirit or the letter of the City's Historic Preservation Ordinance, as determined in subsequent review by the Historic Preservation Commission.

Issuance of a Certificate of Appropriateness by the Historic Preservation Commission begins the process through which construction of a building, site or structure may take place in a designated landmark district within the City of Cripple Creek. The issuance of a Certificate of Appropriateness is recommendation to the City Council for approval of the Work or Activity (as defined in the City's Historic Preservation Ordinance [1991-2] proposed herein; all such proposed Work or Activity is subject to final review and approval by the City Council and the Building Department.

\_\_\_\_\_  
Applicant (Print)

\_\_\_\_\_  
Applicant (Print)

\_\_\_\_\_  
Applicant (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant (Signature)

\_\_\_\_\_  
Date

Application accepted by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_  
(Fee must be paid in full before Historic Preservation Review.) Basic formula: \$300 (base fee) + [type of Work or Activity on Page 2, a-f, x (times) Total Square Footage of exterior façade (except for roof) – (minus) 2500 Square Feet] = Total Review Fee (not including correctional inspections).

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**HISTORIC PRESERVATION COMMISSION HEARING DATE:** \_\_\_\_\_

**Preliminary Review by Historic Preservation Director:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Director's Recommendations/Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Recommendation by Commission:** \_\_\_\_\_

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\_\_\_\_\_

**INSPECTIONS:**

<b>First</b> _____	<b>Date:</b> _____
<b>Second</b> _____	<b>Date:</b> _____
<b>Third</b> _____	<b>Date:</b> _____
<b>Fourth</b> _____	<b>Date:</b> _____
<b>Fifth</b> _____	<b>Date:</b> _____

**INSTRUCTIONS TO APPLICANT  
FOR CERTIFICATE OF APPROPRIATENESS, CERTIFICATE OF ECONOMIC HARDSHIP, OR  
CERTIFICATE OF NONAPPLICABILITY PROCESS**

1. Pre-application Meeting with the Historic Preservation Department to discuss need for Certificate of Appropriateness, Certificate of Economic Hardship, or Certificate of Nonapplicability.
  
2. Submit Application with fee as follows:  
**MINIMUM FEE: \$300.00** (Covers the first 2500 square feet of façade review.)  
Review of additional square footage shall be calculated by the following type of Work or Activity and added to the minimum fee:
  - a) Demolition: 15 cents per square foot
  - b) New Construction: 15 cents per square foot
  - c) Preservation: 5 cents per square foot
  - d) Reconstruction: 10 cents per square foot
  - e) Rehabilitation: 5 cents per square foot
  - f) Restoration: 5 cents per square foot(Work or Activity that involves a combination of the above shall be calculated by the square footage of each Work or Activity involved, and then added to the minimum fee. If complete Demolition of an existing structure is performed in conjunction with New Construction on same property, then only the 15 cents per square foot for New Construction applies.)
  
3. Three (3) sets of plans shall be submitted through the Building Inspector a minimum of seven (7) days in advance of the next meeting of the Historic Preservation Commission to include:
  - a) a drawing or photograph of the existing structure and site, and a photograph showing as much as possible of the street where the site is located;
  
  - b) a duplicate copy of the building permit application;
  
  - c) the street address of the property involved and the legal description of the property involved;
  
  - d) a copy of the ownership document officially recorded by the Teller County Clerk and Recorder;
  
  - e) a brief description of the present improvements or structures located on the property, if any;
  
  - f) a detailed description of the construction, alteration, demolition or use proposed together with any architectural drawings, sketches or photographs describing the proposed construction, alteration, demolition or use in sufficient detail to enable anyone to determine what the final appearance and use of the real property will be and the materials that are to be used in the construction and alteration;
  
  - g) a site plan or plans on a sheet or sheets no larger than 24" x 36", and drawn to an appropriate scale adequate to show the layout of the entire project and its relation to surrounding properties and existing buildings thereon;

- h) indication of type and color of all exterior materials, including samples of the materials and paint samples;
- i) an indication of the existing topography and any proposed grade changes;
- j) any and all changes to the site, including, but not limited to: landscaping, walls, fences, exterior lighting and the type and placement of any sign or other advertisement;
- k) other requirements which shall be adopted by the Council based upon the recommendations of the Commission;
- l) photographs, when possible.

- Note:**
- a) Architect's seal and Colorado license number must appear on all architectural drawings.
  - b) Demolition review requires: a, b, c, d, e and g.
  - c) Paint review requires: a, b, c, d and h

**ADDITIONAL INFORMATION REQUIRED FOR CERTIFICATE OF ECONOMIC HARDSHIP:**

- 1) Written opinion of licensed engineer or architect as to structural soundness.
- 2) Estimate of proposed construction cost to comply with the Historic Preservation Ordinance.
- 3) Estimate of current market value of property: as is and after completion of Proposed Work or Activity.
- 4) Additional written opinions of appraisers as to economic feasibility of making property productive.
- 5) Assessed valuation of the property.
- 6) Property tax certificates.
- 7) Purchase details (when purchased, from whom, for what amount, etc.)
- 8) Current loans on property (by whom or by which institution, amount of loan, etc.)
- 9) Copies of an listing "For Sale or Lease" within previous two years.
- 10) Income expense statements for previous two years if commercial property.

## **DEFINITIONS**

- Demolition:** any act or process that partially or totally destroys a structure or object.
- New Construction:** any Work or Activity performed on a site, structure, or object in any historic district; and/or, the addition of ten percent (10%) or more exterior surface, in any cumulative time period, to an existing structure by an addition, or the erection or placement of any new structure on a lot or property.
- Preservation:** the process of sustaining the form and extent of a structure essentially as it now exists. (Preservation aims at halting further deterioration and providing structural stability, but does not contemplate significant rebuilding.)
- Reconstruction:** the process of reproducing by new construction the exact form and detail of a vanished structure, or part thereof, as it appeared during a specific time period. Reconstruction should be undertaken only when the property to be reconstructed is essential to understanding and interpreting the value of a historic district and sufficient documentation exists to insure an exact reproduction of the original in every form, scale, material, and other architectural details.
- Rehabilitation:** the process of returning a property to a state of utility, through repair and alteration, which makes possible an efficient contemporary use. (In rehabilitation, those portions of the property important in illustration historic, architectural, and cultural values are preserved and restored.)
- Restoration:** the process of accurately recovering the form and details of a property as it appeared during a specific time period by removing later work and replacing missing original work.

# **DETAIL CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS**

(The following are details often overlooked on historic buildings. This list is provided to help owners and contractors avoid unnecessary delays and/or confusion during the Certificate of Appropriateness process, however, the following is not intended to be a complete checklist, rather only a helpful guideline.)

## **General Details to be completed for all building elevations before obtaining a Certificate of Appropriateness:**

- 1) Brick and/or stone replacement approval, if necessary.
- 2) Interior window coverings
- 3) Exterior paint scheme
- 4) Exterior lighting plan
- 5) Awnings
- 6) Placement and/or screening of rooftop mechanical units
- 7) Painting of downspouts and flashing
- 8) Placement of fire annunciators and standpipes
- 9) Placement and painting of electrical boxes and conduit
- 10) Samples of trim work
- 11) Demolition and/or addition of sheds, outbuildings, parking attendant booth, etc.
- 12) Permanent window and wall signage; shadow box design and placement
- 13) Window types, sizes, glass, wood clad exteriors, etc.
- 14) Painting or screening of intake grilles
- 15) Elevator overhangs or extensions to roofs
- 16) Building heights and setbacks
- 17) Preservation of historic landmark signs
- 18) Alteration of existing parapets