



City of Cañon City
Historic Preservation Commission

City of Cañon City
Historic Preservation Commission
P.O. Box #1460
Cañon City, CO 81215

Certificate of Alteration Application

Current Owner of Property (for properties with multiple owners, list the names and addresses of each on one or more continuous sheet)

Name: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Preparer of Application (if different from property owner)

Name: _____ Date: _____

Organization: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Name of Property /Historic Name (if any): _____

Address of Property: _____

Type of Historic Registry ☐ National ☐ State ☐ Local **Site Reference No.** (if known) _____
(format: 5FN.035)

Brief Description of Proposed Alterations

Scope of Work (Mark all that apply and attach a detailed description as Attachment A)

- | | | |
|--|---|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Addition - % of existing _____ % | <input type="checkbox"/> Modification to exterior |
| <input type="checkbox"/> Paint <input type="checkbox"/> New Colors _____ | <input type="checkbox"/> Repaint same colors _____ | <input type="checkbox"/> Paint Removal |
| <input type="checkbox"/> Awning | <input type="checkbox"/> Replace or add windows or doors | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Reroof | <input type="checkbox"/> Maintenance of stone or brick | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Demolition | |
| <input type="checkbox"/> Other: _____ | | |

Scope of Work Questionnaire

The following questions must be answered and the form completed by the applicant for a Certificate of Alteration. The Cañon City Historic Preservation Commission shall independently verify all information provided on the application and questionnaire. The Cañon City Historic Preservation Commission shall review the application in an expedient manner and notify the applicant of the outcome of the review. The Cañon City Historic Preservation Commission may approve the Certificate of Alteration prior to a commission hearing, based upon adequacy of the information provided and verification of the scope of work. Additional information may be needed to complete the application and review process. Final review and action on the application for the Certificate of Alteration by the Cañon City Historic Preservation Commission at a property scheduled public hearing may be required. Any required explanations to answers given shall be in writing and attached.

Yes	No	Verified	Section One
			1. Is this application for construction or alteration on or at a property which is in a Historic District or a designated Historic Property? What is its zoning designation? _____
			2. Is this application for any construction or alteration work that is NOT described or defined as ordinary maintenance of a historic property? Is it more than limited "Ordinary Maintenance"?
			3. Will the construction or alteration covered by this application include any work visible from the exterior of the property?
			4. Will the construction or alteration covered by this application remove or, physically change any structural elements of the property? (i.e. exterior: load bearing walls, columns, posts, foundations, footings, etc.)
			Section Two
			1. Is the construction or alteration covered by this application considered an emergency repair of sudden, accidental, or unforeseen property damage? When did the damage occur? _____
			2. Is the construction or alteration covered by this application considered necessary to correct a circumstance that endangers a building, business, owner, or the public?
			3. Is the construction or alteration covered by this application considered permanent, to be in place more than 90 days? (A temporary construction or alteration is required to be removed within 90 days and the property is to be returned to the original or agreed upon condition.)
			4. Has a permit been issued for any of the proposed work? Date: _____ Permit No. _____ Has any work actually started? _____ Describe: _____
			Section Three
			1. Will the construction or alteration covered by this application make a physical change to any design elements, features or finishes visible from the exterior of the property?
			2. Will the construction or alteration covered in this application repair or replace an element of the building or property with a material different from the original material of that element?
			3. Will the construction or alteration covered by this application include painting exterior surfaces that have not been previously painted?
			4. Does the construction or alteration covered by this application include demolition or removal of any part or element of the property visible from the exterior of the property?
			5. Will the construction or alteration covered in this application make any change in the appearance of the property as viewed from the exterior of the property?

The undersigned owner or authorized agent attests that the statements made above and on any attached explanations are true and agrees that this Scope of Work Questionnaire and any attachments shall become a part of the application and the Certificate of Alteration cited and will be the limit of construction and/or alteration work undertaken. Further, construction will not start prior to authorization by the approval of the Certificate of Alteration.

Applicant Signature: _____ Date: _____

Verified By: _____ Date: _____

Action: _____ Date: _____

Project Information

Area of property effected _____
Materials to be used _____
Will this change be visible from the road/property line? ☐ Yes ☐ No
Additional information regarding project _____

Attachment Checklist (required submittals)

- ☐ Detailed description of the proposed alterations and purpose of the alterations
- ☐ One photo of the property as it looks today accurately showing the existing materials, colors, and textures
- ☐ Photographs showing the location of the proposed alterations
- ☐ Two (2) copies of all drawings and related materials (i.e. site plan, samples, or product literature on materials) to be used)
- ☐ Applicant has reviewed the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and/or the National Park Service Historic Preservation Briefs as it pertains to the proposed work. <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm> or <https://www.nps.gov/tps/how-to-preserve/briefs.htm>

Owner Certification

I certify that the information, plans, and exhibits I have submitted are true and correct to the best of my knowledge and that in filing this application, I am acting with the knowledge and consent of all persons in interest. All provisions and ordinances governing this type of work will be complied with whether specified herein or not. If submitted information is insufficient or incomplete, this application will be held in abeyance until such time as all required information is submitted and eventually destroyed. I understand that I am consenting to allow City Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining prior consent. Any alteration in approved plans must be submitted to the Historic Preservation Commission for approval. The owner/agent must be present during the Historic Preservation Commission review hearing. Approval, if granted, is valid for one-year following approval and is void thereafter.

Owner/Authorized Agent Signature _____

Date _____

Please return the completed application, owner consent form to the address below. City staff and the Historic Preservation Commission will then be in contact to schedule a meeting for the purpose of discussing the application. A \$68.00 application fee will apply if a formal review process and public hearing is required. Please contact Lisa Studts, Museum Director at lmstudts@canoncity.org or (719) 269-9036, if you have any questions.

For Official Use:

Date Application Received: _____

Historic Preservation Commission

Approval: ☐

Denial: ☐

Comments: _____

Signature: _____

Date: _____

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Certificate for Alteration Requirements Summary

When Is A Certificate For Alteration Required? (Ord. 27, Series 2018 – Section 12.30.110)

- A) No person shall cause or permit to be caused on or in a designated historic resource any construction, alteration, restoration, removal or demolition without first obtaining an Alteration Certificate for the proposed work from the Commission.
- B) The Building Department shall not issue a building permit for work on or in a designated historic resource until an Alteration Certificate or Exemption Certificate has been obtained by the property owner.
- C) An application for any construction, alteration, or demolition on or in a historic resource must be filled with the Commission on a form provided by the Commission.
- D) The Commission shall consider the application and determine whether the proposal preserves the criteria for which the resource was designated, or adds to the architectural, cultural or historic significance of the resource. The Commission shall make its review pursuant to the procedures in Section 12.30.080.
- E) Criteria to Review Alteration Certificate Application. In reviewing a proposed alteration, the Commission shall consider the project in term such as design, finish, material, scale, mass and height and if the alteration is compatible with the historic designation. The Commission shall use the following criteria to determine compatibility of a proposed alteration:
 - 1. The effect upon the general historical and architectural character of the district, site or structure;
 - 2. The architectural style, arrangement, texture and material used on the existing and proposed structures and their relation and compatibility with other structures;
 - 3. The size of the structure, its setbacks, its site, location and the appropriateness thereof, when compared to existing structures and the site;
 - 4. The compatibility of accessory structures and fences with the main structure on the site, with other structures;
 - 5. The effects of the proposed work in creating, changing, destroying, or otherwise impacting the exterior architectural features of the resource upon which such work is done;
 - 6. The condition of existing improvements and whether they are a hazard to public health and safety;
 - 7. The effects of the proposed work upon the protection, enhancement, perpetuation and use of the resource;
 - 8. The ability to comply with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, a section of the Secretary of the Interior's Standards for The Treatment of Historic Properties, of the Department of the Interior Regulations (36 C.F.R. Part 67), as may be amended from time to time; and
 - 9. Guidance provided by the National Park Service Historic Preservation Briefs, as the same may exist from time to time.
- F) Historic Districts; Additional Criteria for Contributing Buildings In addition to the consideration set forth in Section (E) above, in reviewing a proposed alteration of a contributing building within a historic district, the Commission shall consider the following:
 - 1. The effect upon the general historic and architectural character of the building;
 - 2. The architectural style, arrangement, texture and material used on the existing and proposed buildings and their relation and compatibility with other historic landmarks, including state and national designations;
 - 3. The effects of the proposed work in creating, changing, destroying or otherwise affecting their exterior architectural features of the building upon which such work is done;
 - 4. The effects of the proposed work upon the protection, enhancement and perpetuation of the building;
 - 5. The condition of existing improvements and whether they are a hazard to public health and safety;
 - 6. The compatibility of accessory buildings, structures and fences with the main building and with other historic landmarks; and
 - 7. Substantial compliance with the Secretary of the Interior Standards as they apply to building exteriors only, except those relating to paint color, which shall not apply.
- G) Historic Districts; Additional Criteria for Noncontributing Buildings. In addition to the consideration set forth in Section (E) above, in reviewing a proposed alteration of a noncontributing building within a historic district, the Commission shall consider the following:
 - 1. Noncontributing buildings should be compatible with contributing building;
 - 2. Noncontributing buildings should not attempt to mimic or duplicate the historic feature of contributing buildings; and
 - 3. Contemporary designs that creatively draw upon the important characteristics of a historic district are favored.
- H) If an Alteration Certificate is approved, the designated resource will retain its historic designation.
- I) If an Alteration Certificate is denied, any of the affected property owners may appeal the Commission's decision by filing a written appeal with City Council within thirty (30) days of the Commission's decision.