



Historic Preservation Report of Acceptability Application Requirements

Submittal Checklist

SUBMITTAL CHECKLIST: This checklist is intended to assist in the preparation of a complete application for a Report of Acceptability request, which addresses all City Code requirements and review criteria as well as Historic Preservation Overlay development standards and guidelines. The following information must be included with the submittal. If justified, a waiver request may be considered by the Historic Preservation Board to exempt any requirement. The Land Use Review Division may require additional information to be submitted with a request.

General Requirements	
<input type="checkbox"/>	Owner Authorization Form: 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.
<input type="checkbox"/>	Project Statement to include the following information: <ol style="list-style-type: none"> 1. Describe the full scope of proposed work to be done on the site. 2. Justification: Justify and address the review criteria of Section 7.5.1605.C. See next page for review criteria.
<input type="checkbox"/>	Site Plan: Submit a site plan drawing illustrating the existing and proposed conditions associated with the scope of work. An outline of site plan components is outlined below.
<input type="checkbox"/>	Elevation Drawings: Submit elevations drawing or renderings of the façade illustrating the proposed alteration or scope of work. Proposed materials must be identified. Distinguish the proposed work from the existing façade. <ul style="list-style-type: none"> o Applicants should include other information, such as photographs, written contractor statements of the condition of the structure, and brochures depicting building materials and supplies.
<input type="checkbox"/>	Any additional information as may be required by the case planner or Historic Preservation Board, which is necessary to evaluate the character and impact of the plan.

Plan Contents

SITE PLAN COMPONENTS	
Site plans must include the following information:	
General Information	
<input type="checkbox"/>	Applicant's name, address, and telephone number
<input type="checkbox"/>	Bar Scale (at 1" = 10', 1" = 20', etc.)
<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	Site Address
<input type="checkbox"/>	Tax Schedule Number
<input type="checkbox"/>	Zoning District Classification
<input type="checkbox"/>	Lot Size (in square feet)
<input type="checkbox"/>	Property Line Locations and Dimensions
<input type="checkbox"/>	Street and/or Alley Name and Location
Development Standards (As Applicable)	
<input type="checkbox"/>	Easements



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<input type="checkbox"/>	Deck, Patio, etc – Dimensions and if Covered or Uncovered
<input type="checkbox"/>	Dimensions of Existing and Proposed Structures
<input type="checkbox"/>	Square footage of each structure, both existing and proposed
<input type="checkbox"/>	Total lot coverage
<input type="checkbox"/>	Height of the proposed structures
<input type="checkbox"/>	Setbacks- Distance from structures to property line

Review Criteria

HISTORIC PRESERVATION- REPORT OF ACCEPTABILITY 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.

Section 7.5.1605.D of the Zoning Ordinance: (On Property Other Than On The National Register of Historic Places)

1. Feasibility of modification of the plans.
2. Feasibility of any alternative private use of the structure or structures which would substantially preserve the original character thereof.
3. The possibility of public acquisition of the structure or structures involved for a public purpose.

The links below are additional guiding materials that can assist the applicant meet the intent of the overlay.

https://coloradosprings.gov/sites/default/files/planning/design_standards_nend.pdf

https://coloradosprings.gov/sites/default/files/onen-interpretive-guide-feb-12-2016-rev1_0.pdf