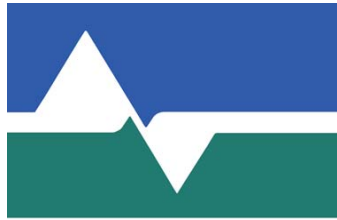


Loveland Historic Register

Nomination Packet



City of Loveland

410 East 5th St.

Loveland, CO 80537

Tel. 970-962-2745

This packet includes the instructions and forms necessary to nominate a building, site, or district to the Loveland Historic Register.

City of Loveland Historic Preservation Commission

**Process and Procedures for Nomination and
Designation
of
Historic Landmarks &
Historic Districts**

The Historic Preservation Commission thanks you for becoming involved in the important process of protecting the Loveland community's historical built environment. The following steps will guide you through the nomination process and designation procedures. *If you have any questions, please call the historic preservation staff. Our staff is here to help!*

Please refer to the Loveland Municipal Code, Chapter 15.56 Historic Preservation for the formal procedures and requirements regarding the nomination and designation of historic structures, sites, or districts. If you do not have a copy of this information, staff will provide you with one.

STEP 1. Pre-Application Conference

- Schedule a time to meet with the City Staff to determine the property's significance, review the designation process, and learn how to research your historic structure, site or district. City Staff will also outline the privileges, obligations, and restrictions that apply to designated landmarks and districts.

STEP 2. Formal Application

- Complete the form *Application for Designation of a Historic Landmark* (FORM A, attached) or *Application for Designation of a Historic District* (Form B, attached)
- Forms must be completed in their entirety.
- Obtain a copy of an officially recorded document containing the legal description of the property. This could be an abstract of title, warranty deed, quit claim deed, etc. If you do not possess one of these documents, contact the Larimer County Clerk for assistance. For nominations of a District, officially recorded documents containing a legal description of all properties must be provided.
- Send or deliver all items to the Loveland Historic Preservation Commission via Loveland Development Center at 410 East 5th St. Loveland, CO 80537.

STEP 3 Notification, Scheduling, and Posting

- The Commission shall hold a public hearing on the designation application not more than sixty (60) days after the filing of a complete application.
- The Community Services Department shall provide notice of the time, date and place of such public hearing, and a brief summary or explanation of the subject matter of the hearing, by at least one (1) publication in a newspaper of general circulation within the City not less than fifteen (15) days prior to the date of the hearing.
- In addition, at least fifteen (15) days prior to the hearing date, the Department shall post the property in the application so as to indicate that a landmark or historic district designation has been applied for and mail written notice of the hearing to the record owners, as reflected by the records of the county assessor, of all property included in the proposed designation. Such written notice shall be sent by both first class regular mail and certified mail return receipt requested. Failure of the property owner to sign and return the certified mail receipt shall not invalidate any proceedings in connection with the proposed designation. Failure to send notice by mail to any such property owner where the address of such owner is unknown and not a matter of public record shall not invalidate any proceedings in connection with the proposed designation.

STEP 4 Public Hearing

Historic Preservation Commission

- The Historic Preservation Commission will provide a formal hearing to consider the *Application for Designation of a Historic Landmark Form A, or Application for Designation of a Historic District Form B* and that public hearing will follow a format that has been adopted by the Commission.
- The Historic Preservation Commission will consider the criteria at 15.56.091 when reviewing proposed landmarks for designation.
- Within thirty (30) days after the conclusion of the public hearing, but in no event more than (60) days after the hearing date first set, unless otherwise mutually agreed by the Historic Preservation Commission and applicant, the Commission shall either recommend approval, modification and approval, or disapproval of the proposal. The Commission may recommend approval conditions upon the voluntary execution of certain easements, covenants, or licenses.
- The Historic Preservation Commission will forward its recommendation, in writing, to the City Council concerning a designation and further state any recommendations as to easement, covenants, or licenses that must be met by the property owner to receive and/or maintain the designation. The Historic Preservation Commission will also notify the City Council, in writing, of any decision disapproving a designation initiated by the City Council.
- For applications for designation as a landmark that have gone to a public hearing before the Commission without the owner's consent, such consent shall be required, in writing, prior to review of the application by the City Council*. If the owner(s) do not consent to the proposed designation, the application will not move forward.

City Council

- Within thirty (30) days after the date of any referral from the Historic Preservation Commission, the City Council shall hold a public hearing on the designation application.
- The City Council will review the application for conformance with the established criteria for designation. Due consideration will also be given to the written view of owners of affected property. The Council shall approve, modify and approve, or disapprove of the proposed designation.
- When a historic landmark or district has been designated by the City Council, the City Clerk shall promptly notify the owner(s) of the property include therein and shall cause a copy of the designating ordinance to be recorded with the County Clerk and Recorder.
- Whenever the City Council disapproves a proposed designation, no person shall submit an application that is the same or substantially the same for at least one (1) year from the effective date of the final action on the denied application.

***Note:** Landmarks and Districts can be nominated without the consent of the property owner by the Historic Preservation Commission or City Council. Nominations by either of these two groups requires a majority vote of a quorum or more, of the members. Commission or Council designees will be required to file an *Application for Designation of a Historic Landmark Form A, or Application for Designation of a Historic District Form B* with the Community Services Department.

Landmark Designations

Steps 1 through 4 above shall apply to the nomination of a Landmark.

A landmark is an individual property of historical, architectural, archaeological, or cultural interest. Landmarks must be at least fifty (50) years old and meet one (1) or more of the criteria for architectural, social/cultural, or geographic/environmental significance. A landmark could be exempt from the age standard if it is found to be exceptionally important in other significant criteria.

1. Historic sites shall meet one (1) or more of the following:
 - a) Architectural.
 - (1) Exemplifies specific elements of an architectural style or period;
 - (2) Is an example of the work of an architect or builder who is recognized for expertise nationally, statewide, regionally, or locally;
 - (3) Demonstrates superior craftsmanship or high artistic value;
 - (4) Represents an innovation in construction, materials, or design;
 - (5) Represents a built environment of a group of people in an era of history;
 - (6) Exhibits a pattern or grouping of elements

representing at least one of the above criteria; or
(7) Is a significant historic remodel.

b) Social/cultural.

- (1) Is a site of an historic event that had an effect upon society;
- (2) Exemplifies the cultural, political, economic, or social heritage of the community; or
- (3) Is associated with a notable person(s) or the work of a notable person(s).

c) Geographic/environmental.

- (1) Enhances sense of identity of the community; or
- (2) Is an established and familiar natural setting or visual feature of the community.

2. Prehistoric and historic archaeological sites shall meet one (1) or more of the following:

a) Architectural.

- (1) Exhibits distinctive characteristics of a type, period, or manner of construction; or
- (2) Is a unique example of structure.

b) Social/cultural.

- (1) Has the potential to make an important contribution to the knowledge of the area's history or prehistory;
- (2) Is associated with an important event in the area's development;
- (3) Is associated with a notable person(s) or the work of a notable person(s);
- (4) Is a typical example/association with a particular ethnic or other community group; or
- (5) Is a unique example of an event in local history.\

c) Geographic/Environmental.

- (1) Is geographically or regionally important.

3. Each property will also be evaluated based on physical integrity using the following criteria (a property need not meet all the following criteria):

- a) Shows character, interest, or value as part of the development, heritage or cultural characteristics of the community, region, state, or nation;
- b) Retains original design features, materials, and/or character;
- c) Is the original location or same historic context if it has been moved; or
- d) Has been accurately reconstructed or restored based on documentation.

See the Loveland Municipal Code 15.56.030 for exact language dealing with the designation of historic structures, sites, or districts.

District Designations

Steps 1 through 4 above shall apply to the nomination of a District.

Definition of a Historic District

A Historic District is a geographically definable area including a concentration, linkage, or continuity of subsurface or surface sites, buildings, structures, and/or objects. The historic district is related by a pattern of either physical elements or social activities.

Determining the significance of a Historic District

The historic significance of a district is determined by applying criteria to the pattern(s) and unifying element(s). Properties that do not contribute to the significance of the historic district may be included within the boundaries as long as the noncontributing elements do not noticeably detract from the district's sense of time, place and historical development. Noncontributing elements will be evaluated for their magnitude of impact by considering their size, scale, design, location, and/or information potential.

Historic District Boundaries

District boundaries will be defined by visual changes, historical documentation of different associations or patterns of development, or evidence of changes in site type or site density as established through testing or survey. When districts are designated, applicable design guidelines and other appropriate restrictions may be included as part of the designation.

Age Criteria

Within a district, the designated contributing sites and structures must be at least fifty (50) years old. The district could be exempt from the age standard if the resources are found to be exceptionally important in other significant criteria.

Non-Contributing Structures

Properties that do not contribute to the significance of the historic district may be included within the boundaries as long as the noncontributing elements do not noticeably detract from the district's sense of time, place and historical development. Noncontributing elements will be evaluated for their magnitude of impact by considering their size, scale, design, location and/or information potential.

Historic Districts shall meet one (1) or more of the following:

a) Architectural.

- (1) Exemplifies specific elements of an architectural style or period;
- (2) Is an example of the work of an architect or builder who is recognized for expertise nationally, statewide, regionally or locally;
- (3) Demonstrates superior craftsmanship or high artistic value;
- (4) Represents an innovation in construction, materials, or design;
- (5) Represents a built environment of a group of people in an era of history;
- (6) Is a pattern or a group of elements representing at least one of the above criteria; or
- (7) Is a significant historic remodel.

b) Social/cultural.

- (1) Is the site of an historical event that had an effect upon society;
- (2) Exemplifies cultural, political, economic or social heritage of the community; or
- (3) Is associated with a notable person(s) or the work of a notable person(s).

c) Geographic/environmental.

- (1) Enhances sense of identity of the community; or
- (2) Is an established and familiar natural setting or visual feature of the community.

d) Archaeology/subsurface.

- (1) Has the potential to make an important contribution to the area's history or prehistory;
- (2) Is associated with an important event in the area's development;
- (3) Is associated with a notable person(s) or the work of a notable person(s);
- (4) Has distinctive characteristics of a type, period or manner of construction;
- (5) Is of geographic importance;
- (6) Is a typical example/association with a particular ethnic group;
- (7) Is a typical example/association with a local cultural or economic activity; or
- (8) Is a unique example of an event or structure

See the Loveland Municipal Code 15.56.030 for exact language dealing with the designation of historic structures, sites, or districts.



FORM B

Application for Designation of a Historic District

APPLICANT(S) INFORMATION	
Property Owner(s) Name:	<i>Please obtain a list of owner(s) of record from the Larimer County Assessor within 60 days of submitting this application. Attach additional sheets as necessary.</i>
Applicant:	<input type="checkbox"/> Property Owner <input type="checkbox"/> City Council (attach meeting minutes initiating action) <input type="checkbox"/> Commission Designees (pursuant to 15.56.169) <input type="checkbox"/> Historic Preservation Commission (attach meeting minutes initiating action) <i>Please check one.</i>
Address:	
Telephone:	

One district only per Application Form.

HISTORIC DISTRICT INFORMATION	
Historic Name of District:	
Current Name of District (if different)	
Historic Use:	
Current and Proposed Use	
Legal Description	
Brief Description of proposed District Boundaries	<i>Please attach additional sheets if necessary.</i>



FORM B

Application for Designation of a Historic District

DETAILED DISTRICT INFORMATION	
Describe the location and physical setting of the proposed district	
Describe the relationship of the district to the neighborhood, and other historic neighborhoods (if applicable)	
Describe major architectural features including unique design features within the proposed district.	
Describe ancillary structures in the proposed district.	
Describe important landscape or site features in the proposed district.	



FORM B

Application for Designation of a Historic District

METHODOLOGY	
Describe the methodology or criteria used to determine which structures or features are Contributing or Non-Contributing to a proposed district.	<i>Please attach additional sheets if necessary.</i>
NEIGHBORHOOD TRENDS	
Provide a general narrative about how the overall neighborhood (including the proposed district) has been altered or changed through the years, including a description of trends.	<i>Please attach additional sheets if necessary.</i>



FORM B

Application for Designation of a Historic District

The Historic Preservation Commission and City Council will consider the following criteria when reviewing nominations of a district for designation.

Historic Districts must meet one (1) or more of the following criteria:

A) Architectural

- 1) Exemplifies specific elements of an architectural style or period.
- 2) Is an example of the work of an architect or builder who is recognized for expertise nationally, state-wide, or locally.
- 3) Demonstrates superior craftsmanship or high artistic value.
- 4) Represents innovation in construction, materials, or design.
- 5) Represents a built environment of a group of people in an era of history.
- 6) Is a pattern or grouping of elements representing at least one of the above criteria.
- 7) Is a significant historic remodel.

B) Social/Cultural

- 1) Is a site of an historic event that had an effect upon society.
- 2) Exemplifies the cultural, political, economic, or social heritage of the community.
- 3) Is associated with a notable person(s) or the work of notable person(s).

C) Geographical/Environmental

- 1) Enhances sense of identity of the community.
- 2) Is an established and familiar natural setting or visual feature of the community.



FORM B

Application for Designation of a Historic District

D) Archaeology/Subsurface

- 1) Has the potential to make an important contribution to the knowledge of the area’s history or
- 2) Is associated with an important event in the area’s development.
- 3) Is associated with a notable person(s) or the work of notable person(s).
- 4) Has distinctive characteristics of a type, period or manner of construction.
- 5) Is of geographic importance.
- 6) Is a typical example/association with a particular ethnic group.
- 7) Is a typical example/association with a local cultural or economic activity.
- 8) Is a unique example of an event or structure.

District Photographs	
Please attach photographs that depict the present character of the structures and streets to illustrate the character of the proposed district.	<i>Color photos only. Photos will not be returned.</i>



FORM B

Application for Designation of a Historic District

<p>Statement of Significance</p> <p>Please provide a statement summarizing how the proposed district meets at the criteria checked on previous pages.</p>	<p><i>Please attach additional sheets if necessary.</i></p>
<p>Please identify all references used during the research of the property. Include titles, author, publisher, publication date, ISBN# (when applicable), and location of source such as public library, etc.</p>	<p><i>Please attach additional sheets if necessary.</i></p>



FORM B-1

Application for Designation of a Historic District

For each property in the district, complete separate sheets page 7 & 8.

DETAILED DISTRICT INFORMATION Individual Properties	
Historic Property Name:	
Current Property Name:	
Address:	
Legal Description	<i>Please attach copy of officially recorded document containing a legal description.</i>
Owner Name & Address:	
Style:	
Building materials:	
Addition(s) to main structure, and year(s) built.	
Is the structure on its original site?	Yes _____ No _____ If No, Date Moved _____
What is the historic use of the property?	
What is the present use of the property?	
What is the Date of Construction?	Estimated: _____ Actual: _____ Original: _____ Source:



FORM B-1

Application for Designation of a Historic District

<p align="center">DETAILED DISTRICT INFORMATION Individual Properties continued</p>	
<p>Describe the condition of the property.</p>	
<p>Who was the original architect?</p>	<p>Source:</p>
<p>Who was the original Builder/Contractor?</p>	<p>Source:</p>
<p>Who was the original owner(s)?</p>	<p>Source:</p>
<p>Detailed description of the architectural characteristics of the property.</p>	<p><i>Please attach additional sheets if necessary.</i></p>
<p>Describe any interior spaces with extraordinary design features.</p>	
<p>Is this structure a Contributing or Non-Contributing structure to the District. Please explain.</p>	<p><i>Please attach additional sheets if necessary.</i></p>

Historical Qualities (continued)

Architectural Characteristic (continued)



FORM B-1

Application for Designation of a Historic Landmark

The Property Owner, by signature below and submittal of this application, acknowledges and agrees that if the Property is designated as a historic landmark, the Property will be subject to the provisions of Chapter 15.56 of the Loveland Municipal Code, as they may be amended from time to time by action of the Loveland City Council. The provisions of Chapter 15.56 of the Loveland Municipal Code are available to the Property Owner at <http://www.cityofloveland.org/index.aspx?page=68> and currently include, among other provisions:

- Requirements for maintenance of a historic landmark as set forth in Code Section 15.56.150; and
- Requirements that any proposed alteration, relocation or demolition of a designated historic landmark is subject to approval, which may include application, public notice and hearing, and decision by the Historic Preservation Commission and/or City Council, prior to undertaking such actions, as more fully set forth in Code Sections 15.56.60-.80, 15.56.110-.140 and 15.56.170; and
- Remedies for violation as set forth in Code Section 15.56.090, including but not limited to provisions that moving or demolishing a designated landmark or a structure without an approved landmark alteration certificate will result in a five-year moratorium on all moving, demolition, or building permits for the structure and for the property at the structure’s original location, and that altering a designated landmark without and approved landmark alteration certificate will result in a one year moratorium on all building permits for the property.

Further, the Property Owner authorizes the recording of any Ordinance designating the Property as a historic landmark in the real property records of the Larimer County Clerk and Recorder and agrees to disclose to any purchaser of the Property the designation of the Property as a historic landmark subject to the benefits and obligations of Chapter 15.56 of the Loveland Municipal Code.

Signature of Property/Site Owner(s) : _____ **Date:** _____

The Property Owner has read and agrees with all that is contained in Section 15.56.090 of the Loveland Municipal Code and understands all the benefits and obligations of said code. The Property owner specifically understands and agrees that the once the property is a designated landmark any proposed alterations must receive an approved alterations certificate prior to construction. The Property owner also understands and agrees that moving or demolishing a designated landmark or a structure without an approved landmark alteration certificate will result in a five-year moratorium on all moving, demolition, or building permits for the structure and for the property at the structure’s original location. Additionally, the Property owner will disclose to future owners of the property all the benefits and obligations of Section 15.56.090 of the Loveland Municipal Code.

Signature of Property/Site Owner(s) : _____ **Date:** _____



FORM B-1

Application for Designation of a Historic District

Please type or print legibly.

FORM B completed by:

Signature of Preparer:

Date:

Phone No.

Address:

Signature of Property/Site Owner(s) contained in the proposed district *(Please use additional sheets if necessary)*

Date:

Contributing Property

Non -Contributing Property