



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)
- Demolition (partial)
- New Construction
- Rehabilitation/Restoration
- Re-Roof

Project Summary:

The project is a renovation of a detached and existing carriage house located on the southwest corner of the lot. The structure is located adjacent to the rear alleyway and the neighboring lot to the south. Partial demolition of the north-facing roof will occur in order to accommodate a second-story balcony (facing Columbia St.).

This submittal is an amendment to an approved Report of Acceptability (AR R 21-0048-HPB). The amendment includes adding new doors at the south end of both the east & west elevations (one per elevation, two doors total), adding one new window on the west elevation, removing two windows on the east elevation, and replacing two windows with double doors on the north elevation.

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.

 7/6/21
Signature of Owner Date

 7/6/21
Signature of Applicant Date

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

Planner Authorization (CITY USE ONLY):

- Complete Application/Authorization
- Narrative
- Project Blurb
- Four (4) copies of exhibits

Date: _____

Assigned to: _____

File No(s): _____



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.