



Alteration Certificate Application

(+10)

DATE: _____

Property Address: _____

Legal Description (Lot Number, Block Number, and Subdivision): _____

Property Name (Landmarked Name, if known): _____

APPLICANT INFORMATION

Name: _____

Address: _____

Phone: _____ Email _____

Relationship to Owner: _____

OWNER INFORMATION

Name: _____

Address: _____

Phone: _____

PROJECT DESCRIPTION (please attach a separate sheet)

Include the following information:

- Site and floor plan drawings showing all proposed exterior alterations
- Specifications describing all proposed exterior alterations
- Elevation drawings including materials, architectural design, and detail.
(Photos of examples are encouraged)

While plans do not need to be professionally done, they must be sufficiently detailed to determine if the project meets the criteria. The Historic Preservation Commission may ask for additional information as the Commission feels necessary.

PHOTOS

Please include current photos of EACH ELEVATION of EACH BUILDING and STRUCTURE on the property.

FOR OFFICE USE ONLY

Date Filed _____		
Application Number _____		
Date of HPC Sub. Review _____	<input type="checkbox"/> No Significant Impact	<input type="checkbox"/> Referred to HPC
HPC Public Hearing Date _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Alteration Certificate Released _____		

Historic Preservation Commission

49 Main Street Louisville CO 80027
303.335.4511 www.louisvilleco.gov

Alteration Certificate Process

- 1) Applicant completes an application for an Alteration Certificate including plans and specifications showing all proposed exterior alterations, including their proposed exterior appearance, with texture, materials, and architectural design and detail.
- 2) Applicant submits application for an Alteration Certificate to Lauren Trice, Planner.
- 3) Application Processed by Staff for Historic Preservation Commission including reviewing application and preparing a staff memo to the Historic Preservation Commission
- 4) A staff person and two (2) randomly selected members of the Commission shall review all applications for landmark alteration certificates for alterations to buildings or special features and shall determine within seven (7) days after a complete application is filed whether or not the proposed work would have a significant impact upon or be potentially detrimental to a landmark site or historic district.
 - A) *No significant impact* - If it is determined by both Commission designees that there would be no significant impact or potential detriment, the City shall issue a landmark alteration certificate to the applicant and shall notify the Commission of such issuance.
 - B) *Commission referral*. If one of the Commission designees determines that the proposed work would create a significant impact or potential detriment, they shall refer the application to the Commission for a public meeting and begin the legal notification process:
 - Meet legal notification process
 - 15 days notice of Commission public hearing in newspaper
 - Notice by mail to applicant and/or owner of property
- 6) Historic Preservation Commission holds public hearing no more than 60 days after application submitted. Commission approves or denies request.
- 7) Applicant may appeal decision to the City Council.

Questions? Please contact Lauren Trice, Planner, at 303-335-4594 or laurent@louisvilleco.gov.