

Landmark Preservation and Your Property

12.16.10

Your property, located at: _____ is:

- 1. individually listed in Denver's local historical register
- 2. inside the boundaries of the _____ local historic district
- 3. inside the boundaries of a designated parkway

If either #1 or #2 are checked, changes to the exterior of your property require approval from Landmark Preservation prior to the issuance of appropriate zoning, building, curb cut, or revocable permits. If #3 is checked, you must obtain approval from Denver Parks and Recreation before obtaining any other approvals, including Landmark approval. (For more information visit www.denvergov.org/parkways.)

Q. Which changes to my property will require prior approval from Landmark Preservation?

A. Any changes that will require a zoning, building, demolition, revocable, and/or curb cut permit for work on the exterior of a building and/or its landscape require prior approval from Landmark Preservation, such as, but not limited to:

1. Construction of new structures including, but not limited to:
 - New buildings
 - Sidewalks and driveways not in the public right-of-way
 - Fences and retaining walls
 - Decks and porches
2. Any alterations to existing structures including, but not limited to:
 - **Window replacement or installation**
 - New roofing or siding
 - Exterior doors
 - Additions
 - Changes to a building's fascia/soffit
3. Installation of signs
4. Installation or modification of curb cuts
5. Installation of structures that will occupy the public right-of-way
6. Application for a zoning lot amendment

Q. How do I obtain approval from Landmark Preservation prior to starting my work?

A. Submit a design review application which consists of an application form describing the proposed work along with the required supplementary documentation.

- Full instructions and the design review application form are available from our web site at denvergov.org/preservation.
- Design review applications can be dropped off at the Records Counter or at the Landmark permitting counter in-box located at 201 W. Colfax Ave. on the second floor.
- Applications can also be e-mailed to landmark@denvergov.org (PDF, jpg, or tif formats).
- If you have questions please contact us at: **landmark@denvergov.org or 720-865-2709.**

Q. How long does it take to get an approval from Landmark Preservation?

A. Approval times can vary, but generally if a project does not need to go before the Landmark Preservation Commission (LPC) or the Lower Downtown Design Review Board (LDDRB), approvals can be granted in approximately a week. Projects that go before the LPC take about two weeks for approval and projects that go before the LDDRB take about four weeks for approval.

www.denvergov.org/preservation

Q. What criteria are used for approval from Landmark Preservation?

A. Each project is evaluated against the following design guidelines (available at denvergov.org/preservation) for appropriateness:

All historic districts and individually designated landmarks:

- Secretary of the Interior's Standards
- Design Guidelines for Landmark Structures and Districts
- Contemporary Guidelines for Landmark Structures and Districts
- Design Guidelines for Landmark Lighting

Area specific design guidelines, which serve as supplements to the general guidelines:

- Design Guidelines for Country Club Historic District
- Design Guidelines for Country Club Gardens
- Design Guidelines for Lower Downtown Historic District
- Design Guidelines for Lower Downtown Streetscape

Q. My property is one of Denver's local historic districts, but it doesn't seem very "historic" because it's had a lot of changes. It's also a lot newer than other properties in the district. Do I still need approval from Landmark Preservation to make changes?

A. Approval from Landmark Preservation is required for changes to any property in a local historic district regardless of the property's age or the changes that have previously been made to it.

Q. Is there a fee that I need to pay in order to have my Landmark design review application processed?

A. There are no fees for Landmark design review.

For Additional Information

The following organizations, that are not part of the City and County of Denver, can provide additional information, such as assistance in locating qualified preservation professionals and possible financial incentives:

Historic Denver, Inc.

(303) 534-5288
www.historicdenver.org

Denver's Old House Society

(303) 459-4710
www.denversoldhousesociety.org

Colorado Preservation, Inc.

(303) 893-4260
www.coloradopreservation.org

History Colorado

(303) 866-3682
www.coloradohistory.org

National Trust for Historic Preservation, Mountain/Plains Office

(303) 623-1504
www.preservationnation.org/mpo