



Town of Lake City

PO Box 544
230 N Bluff Street
Lake City, CO 81235
970-944-2333

Lake City Historic Preservation "Certificate of Appropriateness" Application

A Certificate of Appropriateness (COA) is the entitlement required to alter a property within the Town's National Historic District. A Certificate of Appropriateness is required for any construction, addition, major alteration, relocation, removal, or demolition of a structure, object or feature on a property within the Historic District. There is an application fee of \$50.00 for all projects. The COA is valid for a period of one (1) year from its issuance, with potential for a six (6) month extension.

Type of Project:

- Minor Construction or Alteration
- Major Work
- Additions Greater than 25% of Building Square Footage
- Demolition of Any Structure
- New Buildings
- Post Approval Re-review of Conditions of Approval*

COA Application #: _____ Building Permit Application #: _____

Is your building considered contributing or non-contributing to the Lake City historical district?

Will you be applying for state or federal rehabilitation tax credits for this project? Yes No

Applicant Name/Owner: _____

Location (Lot, Block, Street) and Lot Size: _____

This project has undergone a design review pursuant to appropriate Town Historic Preservation Ordinances, the Lake City Historic Preservation Design Guidelines and the Secretary of Interior's Standards for the Treatment of Historic Properties.

Conditions of Approval: _____

Dated this _____ day of _____, 2____

By: _____
Historic Preservation Commission Chair/Vice Chair

I acknowledge and understand the above described conditions of approval for issuance of the building permit.

(Please do not sign until after Commission has reviewed.)

By: _____ Date _____ By: _____ Date _____
Owner Date Building Inspector Date

Certificate of Appropriateness Application Checklist

Design review for issuance of a Certificate of Appropriateness is a collaborative process used to examine projects located within Lake City’s designated historic district for architectural design and compatibility with the nearby historic built environment. Applications submitted for design review must be accompanied with specific information that adequately describes proposal. To comply with the required submittal standards for Lake City’s Historic Preservation District, submitted documentation shall clearly illustrate the existing conditions as well as any proposed alteration(s).

Submit this form, completed, with the required submittal documentation.

The following is REQUIRED:

1. Completed Application form for Certificate of Appropriateness (front side of this page).
2. Plans/scaled drawings of all four elevations/sketches that adequately depict the project.
3. Details and materials of the project.
4. Color photos of existing conditions.
5. A plot plan or Improvement Location Certificate showing relationship of buildings, additions, walks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, or fences/walls.

Applicant		
Mailing Address		
City	State	Zip Code
Date	Daytime Phone	
Email Address		
Signature of Applicant _____		

Application Deadlines

The filing deadline for Certificate of Appropriateness (COA) applications is the Thursday twelve (12) days prior to the scheduled meeting for the Commission (first Tuesday of each month). By that deadline, a full documentation set (see above list of required submission materials) is due by email or hard copy to the Lake City Town Office (Please be sure to contact the Hinsdale County Building Inspector to determine that the proposed work follows general zoning and building codes). Town personnel will review the submittal for completeness and evaluate whether the project can be handled by administrative review (evaluation by town consultant and one (1) commission board member – selected serially) with approval recommendation submitted to the full Board as part of the consent agenda items or whether full Commission review is required (large projects). If full Commission review and approval is required (have this evaluated before the deadline), the applicant is responsible for submitting six (6) full packets no more than 11" X 17" in size to the Lake City Town Office by the prescribed deadline. For large projects especially, see the application addendum page entitled “Lists of Issues the Historical Preservation Commission will address in considering approval of a COA application.” Historic Preservation Commission personnel will contact applicants as to their review evaluation.

Contact Lake City Town staff to: a) arrange assignment of a contact person (Historic Preservation Commission liaison) for an in-depth discussion of your building project, b) set up an appointment for an application pre-submittal meeting to insure all necessary materials are submitted.

Refer to the Town of Lake City website page on Historical Preservation for additional information.

www.townoflakecity.co