

Town of Berthoud
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APPLICATION FOR ALTERATIONS TO HISTORIC LANDMARKS

The Town of Berthoud Historic Resources Ordinance requires that exterior alterations to a designated historic property, or to a property within a designated historic district must receive a Certificate of Approval issued by the Town of Berthoud. The following information is needed to consider this request:

PROPERTY OWNER(S)

Name: _____

Address: _____

Phone: _____

E-mail: _____

APPLICANT (if different from owners)

Name: _____

Address: _____

Phone: _____

E-mail: _____

Certification: I certify that the information and exhibits submitted are true and correct to the best of my knowledge.

Applicant (print): _____ Phone: _____

Signature: _____ Date: _____

Owner (print): _____ Phone: _____

Signature: _____ Date: _____

SUBMITTAL CHECKLIST FOR ALTERATIONS TO HISTORIC LANDMARKS

Alterations to a designated historic landmark, a contributing structure in an approved historic district, or the major alteration of a historic landmark of statewide significance may include painting, staining, window or door replacement, additions, removal of architectural elements or other similar work, landscaping, relocation, or demolition. (*Note: The ordinary repair or maintenance of these structures that does not involve a change in design, materials or appearance does not require review and approval under the Historic Resources Ordinance*). Alterations to designated historic landmarks shall be done in conformance with the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* as published by the U. S. Department of the Interior, National Park Service. The following submittal information is required:

Date Submitted: _____

Completed Application Form

\$100.00 Application Fee

Site plan, drawn to scale, showing:

- Name, date, project address, north arrow, graphic scale, date of drawings, and name
- Location of existing and proposed structures
- Dimensions, height, and materials of all proposed structure(s)
- Location of existing landscaping, parking areas, and utilities
- If the project involves new construction, a scale drawing (character sketches or architectural elevations) showing openings (windows, doors), materials, and proposed colors
- If the project involves replacement of historic elements (windows, doors) product literature, as available
- Digital photos showing the existing exterior of the structure on all visible sides (date photos and indicate the view the photo was taken from)

Narrative of the proposed project, addressing the following items (attach additional pages if needed):

A. **Describe the proposed work:** _____

B. **Provide details about proposed materials and colors:** _____

C. **How does the proposed project address the applicable Town of Berthoud’s review standards** (see Section 30-9-111.5. of the Berthoud Municipal Code (available online at www.berthoud.org))
