



# Addition and Garage Checklist

Landmark Preservation

5/19/15

## Design Review Addition and Garage Checklist

Design review is a collaborative process used to examine projects in designated historic areas or properties for architectural design and compatibility with the nearby historic built environment. Applications submitted for design review must be accompanied with specific information which adequately describes or studies the proposal. To comply with the required submittal standards of Denver Landmark Preservation, submitted documentation shall clearly illustrate the existing conditions as well as any proposed alteration(s). **For second-story additions use the Infill & 2nd Floor Additions checklist.**

Submit this form, completed, with the required submittal documentation

Project Address: \_\_\_\_\_

**The following is REQUIRED:**

- ☐ 1. Complete Application for Design Review
- ☐ 2. Site Plan
- ☐ 3. Elevation drawings of each proposed façade
  - Include height of nearby adjacent structures
- ☐ 4. Details of construction
  - a. Window details depicting head, jamb, and sill details in section with profile measurements
  - b. Sample board(s) or cut-sheet(s) with building materials color, texture, and other details shown
- ☐ 5. Color photos of existing conditions
- ☐ 6. Other: \_\_\_\_\_

Review is based on a comparison of the proposal and the *Secretary of the Interior's Standards, Design Guidelines for Landmark Structures and Districts, Landmark Preservation Ordinance; Chapter 30 Revised Municipal Code* and other applicable adopted guidelines. Landmark staff is not responsible for building or zoning review. Please submit plans to those agencies for comment.

Please note: If the proposal includes demolition of an existing structure a separate demolition application will need to be approved.

Additional documentation may be required to adequately depict the project and its impact on a historic property or a historic district.

**LEGAL DISCLAIMER:** This Advisory should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code, guideline and/or rule requirements, whether or not described in this Advisory.





## LANDMARK CERTIFICATE OF APPROPRIATENESS – Application

3/15/16

Design review for this project will not begin until a complete application and required submittal materials are received. Landmark Preservation reserves the right to delay consideration and/or action on a submittal in the event that information is missing and/or changed at the time of the scheduled design review or public hearing. Please use the appropriate project checklist for guidance. **A pre-application review is required first for certain projects.**

### SUBJECT PROPERTY INFORMATION

<b>Property Address</b>		
Property Type/Use	<input type="checkbox"/> 1 or 2 Unit Building (Single Family Home, Duplex) <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Unit Residential <input type="checkbox"/> Other	Historic District
Applicant	Name: Company: Phone:	Street: City: Zip:
Email		

### ITEMIZED LISTING OF PROPOSED WORK ITEMS - only listed items will be reviewed:

[Example: Replace roof shingles, Construct 2-car detached garage, etc.] Only work listed below will be considered.

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

### Materials of work:

(Example: Type of window materials, siding, roofing, etc.)

<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____

### Amount of demolition of original features/materials

<input type="checkbox"/> _____ square feet
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## APPLICATIONS ARE NOT CONSIDERED COMPLETE UNTIL ALL INFORMATION REQUIRED ON THE APPROPRIATE SUBMITTAL CHECKLIST IS SUBMITTED

I attest that no additional exterior work or window work will occur under this application (sign, and print application).

**Design Review Deadline:** The filing deadline is 4 weeks prior to scheduled Landmark Preservation Commission (LPC) meetings, and 23 days (3 weeks and 2 days) prior to the first Thursday of each month for the Lower Downtown Design Review Board (LDDRB). A complete application, including full supporting documentation, is due in the Landmark Preservation office by 12:00pm (noon) on the filing deadline. Landmark staff will determine whether LPC or LDDRB review is required based on adopted design guidelines. Staff will contact the applicant regarding staff comments, meeting dates (if applicable) and any additional materials that may be required. **To submit electronically:** Email this form and supporting materials to [landmark@denvergov.org](mailto:landmark@denvergov.org). Electronic submission should include two attachments: one pdf with the completed form ("yourname-app.pdf") and one pdf that combines all supporting materials ("yourname-app-materials.pdf"). File size should not exceed 25MB combined. Contact us if you are having trouble with your electronic submission.

**To submit in person:** Submit this form and supporting materials to the Records Counter weekdays between 7:30am and 4:30pm on the 2nd floor of the Webb Municipal Building, 201 W. Colfax Ave.

*All submittals become the property of the City & County of Denver. Submittals are open records.*

*Submittals will be posted online or made available to any party that requests a copy.*