



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Historic Preservation Report of Acceptability Application Requirements

Historic Preservation Report of Acceptability (Designated and Non-Designated)

This checklist is intended to assist in the preparation of a complete application for a Report of Acceptability request, which addresses all City Code requirements and review criteria as well as Historic Preservation Overlay development standards and guidelines. The following information must be included with the submittal. If justified, a waiver request may be considered by the Historic Preservation Board to exempt any requirement. The Land Use Review Division may require additional information to be submitted with a request.

Please submit via the Planning Department's [online submittal system](#).

For more information about Historic Preservation, visit: <https://coloradosprings.gov/page/historic-preservation-1>

General Requirements

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General Applicant and Owner Acknowledgement Form

- If the applicant is other than the owner, provide authorization from the property owner specifying the extent to which representation is allowed. The authorized representative should have the authority to commit to and make changes discussed before the Preservation Board.

Project Statement to include the following information:

- Describe the full scope of proposed work to be done on the site.
- Justification: Justify and address the review criteria of Section 7.5.1605.C. See next page for review criteria.

Site Plan

- Submit a site plan drawing illustrating the existing and proposed conditions associated with the scope of work. An outline of site plan components is outlined below.

Elevation Drawings

- Submit elevations drawing or renderings of the façade illustrating the proposed alteration or scope of work. Proposed materials must be identified. Distinguish the proposed work from the existing façade.

Additional Submittal Requirements

- Applicants should include other information, such as photographs, written contractor statements of the condition of the structure, and brochures depicting building materials and supplies.
- Any additional information as may be required by the case planner or Historic Preservation Board, which is necessary to evaluate the character and impact of the plan.



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Plan Contents

Site plans must include the following information:

General Information

- Applicant's name, address, and telephone number
- Bar Scale (at 1" = 10', 1" = 20', etc.)
- North Arrow
- Legal Description
- Site Address
- Tax Schedule Number
- Zoning District Classification
- Lot Size (in square feet)
- Property Line Locations and Dimensions
- Street and/or Alley Name and Location

Development Standards (As Applicable)

- Easements;
- Deck, Patio, etc – Dimensions and if Covered or Uncovered;
- Dimensions of Existing and Proposed Structures;
- Square footage of each structure, both existing and proposed;
- Total lot coverage;
- Height of the proposed structures; and
- Setbacks- Distance from structures to property line.



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Review Criteria

Historic Preservation – Report of Acceptability Review Criteria for designated properties and resources:

Section 7.5.528.C.2.b.(3) of the Unified Development Code (UDC) states:

1. The effect of the proposed work upon the general historical and architectural character of the HP-O district;
2. The architectural style, arrangement, texture, and materials of existing and proposed structures, and their relation to the structures in the HP-O district;
3. The effects of the proposed work in creating, changing, or destroying the exterior architectural features of the structure upon which such work is to be done;
4. The effect of the proposed work upon the protection, enhancement, perpetuation, and use of the HP-O district; and
5. Evaluation of City Council approved Design Standard.

Historic Preservation – Report of Acceptability Review Criteria for non-designated properties and resources:

Section 7.5.528.C.2.e.(3) of the Unified Development Code (UDC) states:

1. Feasibility of modification of the plans.
2. Feasibility of any alternative private use of the structure or structures which would substantially preserve the original character thereof.
3. The possibility of public acquisition of the structure or structures involved for a public purpose.

The links below are additional guiding materials that can assist the applicant meet the intent of the Overlay.

https://coloradosprings.gov/sites/default/files/planning/design_standards_nend.pdf

https://coloradosprings.gov/sites/default/files/onen-interpretive-guide-feb-12-2016-rev1_0.pdf