



LOCAL LANDMARK PETITION

448 East First Street, Suite 112

Salida, CO 81201

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1. DESIGNATION PROCESS (Section 16-12-40)

1. Pre-Application Conference. Recommended.
2. Submit Application. Staff Review.
3. Staff and one (1) HPC Member meet with Property Owner.
4. Schedule public meeting before Historic Preservation Commission to review the conformance of the nomination application.
5. Administrator shall forward a report to the Historic Preservation Commission, summarizing the application's compliance with review standards contained in Section 16-12-50.
6. Schedule hearing before the City Council.
7. Forward Report and Ordinance to Applicant and City Council.
8. Public Notice Provided for Meeting.
9. Public hearing conducted by City Council and Action Taken.
10. Second Reading of the Ordinance heard by the City Council and Action Taken.

2. APPLICATION CONTENTS (Section 16-12-40(b))

One (1) copy of all application materials shall be submitted or submitted electronically

- 1. **General Development Application**
- 2. **Local Landmark Petition**
- 3. **Geographic Boundaries.** An adequate description of the geographical boundaries of the proposed landmark and a map accurately defining the boundaries of the proposed landmark. The copies shall be accepted on 8½" x 11", 11" x 17", 24"x 36" paper or electronically.
- 4. **Name.** The proposed name for the historic landmark.
- 5. **Additional Documentation.** If available, the application may include Architectural Inventory Form prepared for the Colorado Historical Society, nomination for state or national register listing or other documentation of landmark significance.
- 6. **Public Notice (for City Council).**
 - a) **List.** A list shall be submitted by the applicant to the city of adjoining property owners' names and addresses. A property owner is considered adjoining if it is within 175 feet of the subject property regardless of public ways. The list shall be created using the current Chaffee County tax records.
 - b) **Postage Paid Envelopes.** Each name on the list shall be written on a postage-paid envelope. Postage is required for up to one ounce. Return Address shall be: City of Salida, 448 E. First Street, Suite 112, Salida, CO 81201.
 - c) Applicant is responsible for posting the property and submittal of notarized affidavits for proof of posting the public notice.

3. REVIEW STANDARDS (If necessary, attach additional sheets)

An application for landmark designation shall comply with one or more of the following standards.

1. Exemplary Property. The subject property exemplifies or reflects the city's cultural, social, economic, political, engineering or architectural history.

2. Historic Significance. The subject property is identified with a historically important person or persons, or with an important event in the history of the city, region, state or nation.

3. Architectural Significance. The subject property embodies the distinguishing characteristics of an architectural style, type, or specimen valuable for the study of a period, type, or method of construction, or the use of indigenous materials or craftsmanship.

4. Noted Designer. The subject property is representative of the work of a notable or master architect, builder, engineer or designer whose work influenced architecture, building, design or development in the city, region, state or nation.

5. Archeological Importance. The subject property contains or reflects significant archeological importance.

6. Contributing Building or Structure. The subject property has been listed as a contributing building or structure within a historic district, or nominated for inclusion and/or listed on the national or state registry of historic places.