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DISTRICT FOR PRESERVATION DESIGNATION APPLICATION INFORMATION

The Application to become a Landmark District has two parts. The first part is a pre-application conference, and the second is an application form that documents the character and significance of the district. The pre-application conference is an important first step for the applicant and Landmark Preservation Commission to assess the qualifications of the district before a significant investment of time is made and to establish a cooperative working relationship.

A copy of the application is attached and instructions follow, along with a description of the review process.

The application must be typed or word-processed. One original (with photographs) and fifteen copies of the Final Application must be submitted. Please contact our office if you have questions or wish to schedule a Pre-application Conference.

Landmark Preservation Commission
201 W. Colfax Ave. Dept. 209
Denver, Colorado 80202

LANDMARK DESIGNATION REVIEW PROCESS

1. **Pre-application Conference.** A Pre-application Conference with Landmark Preservation Commission Designation Committee and staff is an opportunity for informal discussion of the merits of the proposed district. Materials to be submitted for the Pre-application Conference include the following:

- History – summary of neighborhood development and Period of Significance
- Summary of how the district meets the criteria
- Survey results and survey map
- Description of significant architectural styles and their prevalence within the district
- Draft map – showing contributing and non-contributing structures
- Draft map – (can be the same as above map) showing proposed district boundary
- Draft list of contributing and non-contributing structures (Final list done at least by time of Application)
- Photographs – showing examples of styles and streetscapes, and other significant features
- Period of Significance

These materials must be compiled and sent to the Landmark Preservation Commission office at least a week prior to the scheduled Pre-Application Conference in order to allow the Commission members time to tour the area with the information.

Discussions may include a tour of the district and an evaluation of the fiscal impact.

The Designation Committee or the Applicants may request more than one Pre-application Conference before the application is ready for submission. The Pre-application Conference may consist of a series of meetings with the Committee.

2. **Submit application.** Preparation of the application and neighborhood education is a lengthy process, so it may take several months or over a year to prepare the application and prepare for the public hearing.
3. **Preliminary Review by Designation Committee.** The Designations Committee will focus on the completeness of the application and its conformance with pre-application evaluation. If the Designations Committee determines the application to be complete and qualifying, under the designation criteria outlined in the Landmark Preservation Ordinance (Chapter 30 of the Revised Municipal Code) it will convey this to staff who will put the matter on the agenda for the full Landmark Preservation Commission.
4. **Preliminary Investigation by Landmark Preservation Commission.** The Commission will review the application for completeness and make a preliminary finding as to whether the district qualifies under the required criteria. This investigation may require consideration of the application during more than one Landmark Preservation Commission meeting.
5. **Public Hearing Scheduled.** At its next regular meeting, the Landmark Preservation Commission schedules public hearing to be held at the soonest available date. Public hearings are held at regular Landmark Preservation Commission meetings, the first and third Tuesdays of the month at 1:15 p.m.
6. **Planning Board Review.** The Planning Board reviews all district applications and comments to the Landmark preservation Commission on the relationship of the proposed district to the Comprehensive Plan, its effect on the surrounding neighborhood, and other planning considerations.* The recommendations of the Planning Board are presented at the Landmark Preservation Commission Public Hearing.
7. **Property Owner Notification.** Thirty (30) to forty (40) days before the public hearing, the Planning and Development Office mails letters to all property owners in the district notifying them of the public hearing date, time and place.
8. **Landmark Commission Public Hearing.** Public hearings are held at regular Landmark Preservation Commission meetings. The applicant may make a brief introductory presentation (10 minute maximum) describing the district application. Speakers for and against the district designation will then be allowed to speak, limited to three (3) minutes each.
9. **Commission Recommendation to City Council.** The Landmark Preservation Commission may make a recommendation to City Council following the Public Hearing. The Commission may recommend designation, recommend with modifications, or recommend against designation.
10. **City Council Action.** Final action on the district application is taken at a City Council Public Hearing.

*The district application may need to be considered by Planning Board during more than one meeting.

DENVER LANDMARK PRESERVATION COMMISSION

APPLICATION FOR DESIGNATION OF A LANDMARK DISTRICT

1. District Identification

Boundaries of District:

Legal Description:

Historic Name of District:

Current Name of District (if different)

Historic Uses:

Present Uses:

Zone Districts:

2. Application Information

Contact Person:

Affiliation:

Address:

Daytime Phone Number:

3. Attach the Following Documents

Map showing boundary of district and contributing and non-contributing structures.

Photographs showing the contemporary character of the structures and streets to illustrate the character of the district. Minimum size 3x5 black and white or color. Photos will not be returned.

Owner petition forms or other indication of notification and contact with owners.

List of owners of record obtained from Assessor Office within 60 days of application.

Required application fee (\$500.00 for a district containing 1 to 100 structures; \$750 for a district containing 101 to 200 structures; \$1,000 for a district containing 201 to 300 structures; or, \$1,500.00 for a district containing more than 300 structures).

4. Statement of Significance

Summarize how the district meets the criteria for designation. Identify the criterion and provide a statement of how the district meets each of at least two of the designation criteria, as listed below. Districts need to be VERY strong two of the three areas of Architecture, History and Geography. The application needs to describe this significance. **A district must be significant as well as being an identifiable entity. It must meet at least one criterion in two or more of the three criteria categories.**

Landmark Designation Criteria (Chapter 30, Section 30-3. Criteria for designation of structures and districts for preservation)

A structure or district may be designated for preservation, if it meets at least one (1) criterion in two (2) or more of the following three (3) categories:

- (1) **History.** To have historical importance, the structure or district shall be 30 or more years old or have extraordinary importance to the historical development of Denver, and shall:
 - (a) Have direct association with the historical development of the city, state, or nation; or,
 - (b) Be the site of a significant historic event, or,
 - (c) Have direct and substantial association with a person or group of persons who had influence on society.
- (2) **Architecture.** To have architectural importance, the structure or district shall have design quality and integrity, and shall:
 - (a) Embody distinguishing characteristics of an architectural style or type; or,
 - (b) Be a significant example of the work of a recognized architect or master builder; or,

- (c) Contain elements of architectural design, engineering, materials, craftsmanship, or artistic merit which represent a significant or influential innovation; or,
- (d) Portray the environment of a group of people or physical development of an area in an era of history characterized by a distinctive architectural style.

(3) **Geography.** To have geographical importance, the structure or district shall:

- (a) Have a prominent location or be an established, familiar, and orienting visual feature of the contemporary city, or,
- (b) Promote understanding and appreciation of the urban environment by means of distinctive physical characteristics or rarity; or,
- (c) Make a special contribution to Denver's distinctive character.

5. Architectural Description

Concisely describe the architectural character and development pattern of the district.

- a. *Describe location and setting including physical context and relationship to neighborhood and other historic neighborhoods.*
- b. *Architectural description including mention of major features, uncommon design features, ancillary structures, and important landscape or site features. Also describe interior spaces with extraordinary design features (if any).*
- c. *Inventory list of all buildings in the district, including address, historical name (if known), date of construction, and contributing/non-contributing status.*
- d. *A Summary of the Character Defining Features of the District as a whole must be included in the Architecture Section.*
- e. *A statement must be included describing the method or criteria used by the applicant to determine whether structures or features are contributing or non-contributing.*
- f. ***The application must include a general description about how the neighborhood has been altered or changed through the years, including a description of trends. (This is NOT to be just a list of every change).***

For Further Explanation of the Architecture Section See Attachment A

6. History of the District and Its Associations

Describe the history of the district and its associations with important individuals, groups, events, or historical trends:

- a. *Provide details about the circumstances of construction including the date of construction, architect, builder, and owner for the structures and any significant additions.*
- b. *Describe specific historical associations including why this district has direct association with the individual, group, event, or historical trends.*
- c. *Provide a list of research sources used in compiling this application.*

Period of Significance must be included in the History Section of the Application.

Must be more than 30 years old for an end-date of the period. Period of significance means the beginning of the history of the district or structure to the end of the significant historical period. In the case of a district could be the date when the neighborhood was totally developed or the end of a certain historical era, such as prewar or postwar neighborhoods.

For Further Explanation of "History Section" see Attachment B

7. Geography of the District

For Explanation of the "Geography Section" see Attachment C

- 8. *Applicants must provide a written description of outreach efforts, describing all efforts including but not limited to public meetings (including number of attendees and a general idea of the neighborhood representation), newsletters, fliers, one-on-one meetings with property owners, etc.*

9. *The Landmark Preservation Commission and/or staff may request additional information not included on this application. The information contained in this application is intended to be a guide, not an exhaustive list of requirements.*

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ATTACHMENT A
EXPLANATION OF “ARCHITECTURAL” SECTION

What does “integrity” mean?

In the National Register definitions, the collection of buildings define the district.

A definition of a district should be an area that has a significant concentration and continuity of intact buildings and structures that are linked by history of development or aesthetically by plan or physical development. Scottish Highlands and Bonnie Brae are examples of neighborhoods that have aesthetic plans of curving streets that link the buildings. In addition, they are linked by the history of their development and architecture. (The key point here is the “significant concentration and continuity of intact buildings and structures.”)

A district may be composed of a wide variety of resources, but must be a unified entity in which all elements convey a visual sense of the historic environment and significance. Parks, such as Washington or City parks, with many types of buildings and structures could represent this type of district. The principal activity in a park is recreation and this should be reflected in the park plan as well as the landscaping and buildings.

The buildings in a district could be related functionally such as in Lower Downtown and Larder Square’s commercial buildings, Humboldt Street District’s residences, Bethesda’s hospital buildings. The buildings in a historic district could be related by architectural style as well as function as with the buildings in Stoneman’s Row, Curtis Park, or Ninth Street Historic Park.

Type or features in historic district (from National Register bulletin 15, page 5)

A district can comprise both features that lack individual distinction and individually distinctive features that serve as focal points. It may even be considered eligible if all of the components lack individual distinction, provided that the grouping achieves significance as a whole within its historic context. In either case, the majority of the components that add to the district’s historic character, even if they are individually undistinguished, must possess integrity, as must the district as a whole.

LPC will consider the ability to perceive the qualities that are character defining in judging the integrity of the district. See below.

In the District Application, indicate it is desirable to have a preponderance of contributing buildings. This relates to the above... must possess integrity, as must the district as a whole.

Summary of the Character Defining Features

A Summary of Character Defining Features of the District as a whole must be included in the Architecture Section.

Character Defining Features:

What are the significant physical qualities that define the character of a district including types of buildings or historic functions; styles and periods; overall mass, form and materials of buildings and orientation of entrances and building to street; building heights; roof forms; setbacks; common features in architectural details such as porches, window and door openings, and other decorative details; landscaping and public and private spaces; relationship of the buildings to landscaping and surroundings.

The extent of alterations should be taken into account and in the individual buildings still retain their original integrity and are representative of the historic context by using the seven aspects of integrity (Location, Design, Setting, Materials, Workmanship, Feeling, Association) as defined in the Denver Landmark Preservation Ordinance.

Character Defining Features must be defined for each district. Integrity can be determined as the degree to which the structure or feature demonstrates those character defining features and is relatively unaltered and is identifiable as having been present during the period of significance. A Summary of these Character Defining Features must be included in the Architecture section of the Application. (see above)

Alterations:

Alterations that are common to many of the structures in the proposed district, and that relate to the history of the development of the neighborhood may be considered to be Character Defining Features. Alterations must be 30 years old in order to be included in the set of character defining features for a district.

One of the main issues in considering the impact of additions is how visible they are, and whether the house still displays original integrity. (Is it still recognizable as having been built (present) during the period of significance?)

Change:

The Application must include a general description about how the neighborhood has been altered or changed through the years, including a description of trends. (This is NOT to be just a list of every change.)

Contributing/Non-Contributing

A statement must be included in the Architecture Section describing the method or criteria used by the applicant to determine whether structures or features are contributing or non-contributing. Such as: new buildings less than 30 years old are non-contributing; buildings altered beyond recognition of original design are non-contributing.

The aspects of integrity need to be applied to determine contributing/non-contributing. Buildings altered beyond recognition of original design or that have changes that alter the perception of the historic design, significance, or period are likely to be non-contributing. As are buildings that have a new style or new materials applied over original materials or one-story buildings made into two-story buildings.

ATTACHMENT B
EXPLANATION OF “HISTORY SECTION” REQUIREMENTS

Applicant must give examples of what historical “association” means in the Landmark District Application.

Examples of What “Historical Associations” ARE:

Sec. 30.3 (1) History

(a) Have direct association with the historical development of the city, state, or nation;

- *Moffat Railroad Station is associated with the development of railroads into the Colorado mountains; Union Station is associated with development of transcontinental rail travel; Tramway Cable Building, the Tramway Power Building (REI), and the Tramway Building (Teatro Hotel) are all associated with the development of public transportation in Denver. The Parks and Parkway system is associated with the growth of the city. The City’s parkways that are associated with the City Beautiful movement have been included in a Denver Landmark District, the Denver City Beautiful Parkways District.*

Historic districts with this association with the historical development of the city could include Potter Highlands Historic District that represents the annexation by Denver of an independent town and the growth of the city to the west. Montclair District is associated with the growth of the city to the east and the extension of the transportation system to that area. Both of these districts also meet the criteria for architectural significance and the historical importance of their residents. Globeville and South Denver were also independent towns until annexed by Denver. Ninth Street District is all that remains of the residences in Auraria and has an important association with the development of early Denver.

(b) Be the site of a significant historic event;

- *Association with an historic event, such as the Auditorium Theater’s association with the Democratic Convention National Convention in 1908. Another example is Constitution Hall, 1865 (1507 Blake, now demolished) where the Colorado Constitutional Convention met 1875-1876.*

It would be nice for districts to have one or more of these buildings or other sites of important events, but it would be rare.

(c) Have direct and substantial association with a person or group of persons who had influence on society;

- *An individual building could qualify if it was the home of a political leader – mayor, governor or other influential politician – Mayor Speer – Parks and Parkways and City Beautiful Movement, Governor John Evans – statehood and development of state; Lawrence Phipps; the home of Justina Ford – important Black female doctor. Other examples include the house where Buffalo Bill died, or the house where Golda Mier lived.*
- *The significance of the individual must be established within a historic context. A property does not meet this criterion if it was owned or used by a person who was a member of an identifiable profession, class or social or ethnic group, but made no significant contributions. There may be a lack of information about the person, but it must be established through historic research that the person gained importance and had influence in the profession or group for the property to be eligible under this criterion.*
- *In a residential district where a large number of prominent or influential professionals, civic leaders, politicians, etc. lived, the district may meet this criterion if the significance of the individual residents is explicitly justified.*

Historic districts must have a number of prominent people who lived in the district to qualify under this criterion.

- *Individuals living in a district who have had influence in the shaping of the City or the State. George Cramner, Manager of Improvements and Parks lived in Hilltop; Mayor Robert Speer lived in Country Club. Humboldt Street Historic District was home to Governor William Sweet and Frederick G. Bonfils and Harry H. Tammen, founders of Th Denver Post. Other prominent businesspeople who made substantial contributions to the community and actively shaped Denver and Colorado such as business leaders, mining men, railroad founders. Country Club Historic District has a great number of these people who influenced the growth of Denver and Colorado.*

A historic district may qualify for designation for Association with ethnic group(s).

Five Points association with the Black community; Globeville association with eastern Europeans, Bethesda association with Dutch community. West Colfax associated with early Jewish community.

For a district to qualify under this criterion, the district should have a predominance of an ethnic group who lived there and their buildings reflect the ethnic heritage as the buildings at Bethesda do. Before Globeville became so altered, the buildings were very representative of the ethnic group as seen in the design of their houses and out buildings, their fraternal buildings and commercial buildings, all mostly gone now. West Colfax still has Jewish deli's, churches and possibly other buildings.

Examples of What "Historical Associations" ARE NOT:

- Association with someone having only ownership of the land and subdivided or platted it for development, but before any structures were built, and landowner did not build a house and live in the neighborhood.
- A historic district where a number of influential persons lived does **not** meet this criterion if the contributions of specific individual(s) cannot be documented. Listing in the social directory or membership in a Country Club is not valid.

Many prominent businessmen owned land that they subdivided for development, but did not live in the area, such as Henry Porter. This association is not substantial enough, nor is the ownership of a house that was rented out, but the owner never lived there. This especially applies to districts.

ATTACHMENT C
EXPLANATIONS FOR “GEOGRAPHY” SECTION

Consider Urban Design of the District:

Examples:

- *Have a prominent location or be an established, familiar, and orienting visual feature of the contemporary city:*
 - Corner church – Cathedral of Immaculate Conception; Central Presbyterian; - Trinity Methodist Church*
 - *Park*
 - *Large corner business block*
 - *Specific examples:*
 - D & F Tower;*
 - The row of apartment houses on Sherman Street named “Poet’s Row” (“orienting visual feature”)*
 - The Weir commercial building at 32nd and Zuni (large in relation to its surroundings)*
 - High Schools overlooking the parks*
 - *Promote*
- *Promote understanding and appreciation of the urban environment by means of distinctive physical characteristics or rarity:*
 - *The framed Gothic cottages at 12th and Delaware (“rarity”)*
 - *Parkway System*
- *Ninth Street Historic District – The last residences in Auraria and the Territorial Houses (rarity)*
 - *International Style and Art Moderne in Bonnie Brae*
- *Lower Downtown – large commercial Warehouses – Larimer Square – 19th century commercial.*
 - *Parks and Parkway System*
 - *Stoneman’s Row*
 - *Scottish Highlands (curving streets). Rare use of romantic planning in Denver.*
 - *Bonnie Brae – rare architecture and curving streets*