

REVIEW PROCESS FOR A REPORT OF ACCEPTABILITY

APPLICABILITY

The HPOZ implements preservation effects by requiring a review of project plans that involve certain types of permits. These types include:

- building permits
- demolition permits
- moving permits
- sign permits
- roof permits

OVERVIEW

Before the Pikes Peak Regional Building Department issues one of the permits listed above for a property with the HPOZ, a review must occur and a Report of Acceptability or a Notice to Proceed must be issued by the Historic Preservation Board.

A Report of Acceptability (RofA) means that the plans conform to the City Council adopted design standards.

- A RofA may be conditioned by the Historic Preservation Board, which means that certain changes to the plans are required before the RofA is formally issued.
- Also, a RofA may receive conceptual approval, which means that preliminary project plans meet the standards, and subsequent detailed plans, conforming to the Regional Building Department standards, have yet to be submitted.
- Should the subsequent plans conform to the conceptual approval, staff is authorized to issue the RofA.

A Notice to Proceed is issued when the proposed work is not visible from a public right of way, or when a project affects a building where only a delay is permitted.

Properties listed in the National Register of Historic Places and Overlay Zoned must receive a RofA to proceed with project plans. Properties not listed on the National Register but are Overlay Zoned may only be delayed a maximum of 90 days from date of application for a RofA, regardless of whether the design standards are met or not.

Reviews are conducted by a Minor Work Committee of the Historic Preservation Board. Meetings are held on the 2nd and 4th Thursdays of every month. All meetings of the Board are public meetings; the public is invited to attend and observe. However, as these reviews are considered administrative actions, there is no right to participate in the review, either to support or oppose a request.

The due date for submittals is the prior Friday at noon. There is no application fee.

The Minor Work Committee is staffed by members of the City Planning and Community Development Department. Staff does not provide recommendations regarding requests for a RofA and does not have a vote.

APPLICATION

Submission requirements are noted on the REPORT OF ACCEPTABILITY APPLICATION FORM. For roof permits, accessibility ramps and air conditioning compressors, an administrative review may allow an expedited Report of Acceptability. A separate form is to be submitted -- REPORT OF ACCEPTABILITY APPLICATION FORM FOR ADMINISTRATIVE REVIEW.

All requests are reviewed against written standards and procedures.

- For Landmarks (single properties) that are OVERLAY ZONED, reviews are based on the SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION.
- For properties in the NORTH END HISTORIC DISTRICT reviews are based on the NORTH END DESIGN STANDARDS.

REVIEW PROCESS

Property owners or their authorized representatives should attend the review meeting, but their presence is not required for the Committee to act.

- The Committee is authorized to issue RofA's, conceptual RofA's, conditioned RofA's and Notices to Proceed.
- Should the Committee find that project plans do not conform to applicable design standards, it refers the request to the full Historic Preservation Board for consideration at its next meeting. Such a referral is classified as a Major Work Item.
- This referral is immediately appealable to City Council; appeals are made through the City Clerk's Office. The telephone number is (719) 385-5901.

The full Historic Preservation Board, upon reviewing a Major Work Item, is to explore all means for substantially preserving the designated property.

- If negotiations prove successful, a RofA is to be issued.
- If unsuccessful, an applicant may choose to wait until the 90 day delay period has concluded (for properties not listed on the National Register).
- Applicants may also wish to consider applying for a finding of Hardship.
- Economic Hardship is available to most property owners; Non-Economic Hardship is also available to non-profits and ecclesiastic organizations.

ISSUING A REPORT OF ACCEPTABILITY

When an application is determined to meet the requirements of the Historic Preservation Overlay Zone, a RofA certificate is prepared by staff, signed, stamped and attached to the two sets of the building plans for submission to the Regional Building Department. A third copy is retained for the files. Conditions approved by the Board may be added to the plans.

To discuss these procedures, please contact the Comprehensive Planning Division at (719) 385-5394.