



# CERTIFICATE OF APPROPRIATENESS APPLICATION

TOWN OF MINTURN PLANNING AND ZONING DEPARTMENT

P.O. Box 309/302 Pine Street Minturn, Colorado 81645-0309

970-827-5645 | [planner1@minturn.org](mailto:planner1@minturn.org)

## Do I Need this Form?

Certificate of Appropriateness means a certificate issued by the Commission authorizing any proposed repair, restoration, alteration, construction, relocation, or demolition of a historic property, or an element within a historic district pursuant to Chapter 19 of the MMC.

Before carrying out any new construction, alteration, relocation, or demolition involving the exterior of any historic property, or contributing property within a historic district, applicants and/or owner(s) must submit and obtain approval for an application for the proposed work by the Planning Department and HPC under this Article. The application shall include anything HPC deems necessary, including, without limitation and as applicable, a description of the type of work proposed and its effect or impact upon the historic property or historic district and plans and specifications showing the proposed exterior appearance, with finishes, materials, samples of materials, and architectural design and detail. The application shall not relieve the applicant from the responsibility to apply for any other permit required by the MMC.

### HPC Certificate of Appropriateness Review:

- a. HPC shall: (1) Approve the applications; (2) Approve the application with conditions; or (3) Deny the applications.
- b. Any decision of HPC to approve the application or approve the application with conditions shall be included on an agenda of the Town Council within thirty (30) days. The Town Council may call up for review any final decision reached by HPC. After review, Town Council may affirm, deny, or affirm with additional conditions the decision of HPC. No Certificate of Appropriateness shall be issued before HPC's decision has been included on an agenda of the Town Council.
- c. If HPC approves or approves the application with conditions, HPC shall issue a Certificate of Appropriateness to the applicant and a copy will be placed in the appropriate Town records. If approved with conditions, such conditions shall be stated in the Certificate of Appropriateness.
- d. If HPC denies the application, HPC shall notify the applicant in writing and a copy will be placed in the appropriate Town records.
- e. The application form shall have a section for HPC to set forth HPC's reasons for the approval, approval with conditions, or denial of the application.
- f. HPC may issue an order continuing the application process if HPC would like additional information necessary to make a decision. If the hearing is continued, the time, date, and place of the continuation shall be established and announced to those present when the current session is to be adjourned. In no case shall a hearing be continued more than forty-five (45) days without the express consent of the applicant.
- g. The applicant and/or owner(s) may resubmit an amended application that takes into consideration the recommendations of HPC.
- h. If an application for a Certificate of Appropriateness is denied after final action upon the application by HPC, no person may submit a subsequent application for the same Section 19-5-10(a) activity within one (1) year from the date of the final action.
- i. If a Certificate of Appropriateness has been issued on the permit application and the proposed work conforms thereto, the Town shall process the application in accordance with all other applicable provisions of the Code. If no Certificate of Appropriateness has been issued, or if the Town determines that the permit application does not conform, the Town shall not approve the permit application and shall not issue any other permit until a Certificate of Appropriateness has been issued and the permit application conforms thereto.



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## Section 1 - Basic Property Information:

Historic Name of Property (if applicable) and any other names:

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### Address of Property

Street Address:

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Legal Description of Property:

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### Brief Description of Project:

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### Property Owner Information:

Name:

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Mailing Address:

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Email:

Phone:

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### Applicant Information (if different):

Name:

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Mailing Address:

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Email:

Phone:

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Is property listed on the National Register of Historic Places or the State Register of Historic Properties?

Yes / No (pick one) **Yes**

If yes, please provide date and registration number. Date: \_\_\_\_\_ Registration #: \_\_\_\_\_

### For Official Use:

Date Received: \_\_\_\_\_ Planner: \_\_\_\_\_

Historic Preservation Commission -  Approval  Denial

Comments:

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## Section 2 - Impacts:

Detail the effects or impacts on the historic property or historic district that this project would cause.

### Please Provide:

- Plans and specifications showing proposed exterior appearance:
  - Finishes
  - Materials
  - Samples of Materials
  - Architectural Design and Detail

Signature: