



385 Kimbark Street, Longmont, CO 80501
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Email: longmont.planning@longmontcolorado.gov

Certificate of Appropriateness Application

Once a structure has been designated as a historic landmark, no exterior building alterations are permitted unless a Certificate of Appropriateness has been granted by the Historic Preservation Commission.

If you are completing exterior changes to the property including, but not limited to, painting, reroof, additions, window and door replacement or enclosing a porch you will need to apply for and receive a Certificate of Appropriateness.

For additional information on whether your property is eligible for designation, more information on the Certificate of Appropriateness process, if you're interested in applying for Historic Tax Credits for your property, or have other questions regarding historic preservation, contact our Historic Preservation Planner at 303-774-4308.

Please contact staff prior to beginning any exterior work involving a historic structure.

Form with sections: Date, Property Information, Owner Information, Declaration, Signature/Date lines, Contact Information (if different than owner), Applicant Signature/Date lines.

## Certificate of Appropriateness Submittal Requirements

- Completed Certificate of Appropriateness Application Form
- A written description of the proposed alterations or improvements and how they are compatible with the historic landmark and criteria for a Certificate of Appropriateness (see below)
- Photo images of the historic landmark and area(s) where the alterations or improvements are proposed.
- Plans, drawings, and/or manufacturer brochures of the proposed alterations or improvements. These should provide sufficient detail, including building materials and colors.
- A site plan showing property lines, existing improvements (buildings, drives, sidewalks, proposed alterations or improvements). This is required for building additions, fences, freestanding signs, and other similar improvements.

Please note: any applications reviewed by the Historic Planning Commission (HPC) may require additional information or copies. Please contact the Planning Department at [Longmont.planning@longmontcolorado.gov](mailto:Longmont.planning@longmontcolorado.gov) or 303.651.8330 for additional questions or information.

**To submit a Certificate of Appropriateness Application, please email all submittal documents listed above to [Longmont.planning@longmontcolorado.gov](mailto:Longmont.planning@longmontcolorado.gov).**

## Review criteria for Certificate of Appropriateness

### Longmont Municipal Code [Section 2.56.130](#)

- A. The commission shall grant an application for a Certificate of Appropriateness for exterior construction, alteration, or demolition if all of the following review criteria have been satisfied:
1. The proposed work meets all applicable design guidelines approved by council;
  2. The proposed work preserves, enhances, or restores and does not damage or destroy the exterior architectural features of the designated property;
  3. The proposed work does not adversely affect the special character or special historical, architectural, or aesthetic interest or value of the landmark and its site or the district; and
  4. The architectural style, arrangement, texture, and materials used on existing and proposed structures are compatible with the character of the existing landmark and its site of the historic district.