



City of Cortez
Planning and Building
 123 Roger Smith Ave.
 Cortez, CO 81321

PLEASE NOTE: Before submitting this application, contact City of Cortez Historic Preservation Board (CCHPB) about the status of your property's historical survey. If the property has previously been surveyed, CCHPB will provide you with a copy of your historical site form and evaluation to be attached to this application prior to submittal. Contact CCHPB at City Hall, the Planning and Building Department, (970) 565-3402.

HISTORIC PROPERTY NOMINATION FORM AND CONSENT FORM

Address or Location of Property: _____

Historic Name of Property (if applicable): _____

Date of Application: _____

Owner(s) of Property Site/Object: _____

NOTE: The owner(s) of the nominated properties must consent to nominate the property per City of Cortez Land Use Code Section 6.19(d)(4). If there are multiple owners, list the principal owner first for contact purposes. List all owners of interests in the property and use the exact names(s) as it appears on the Title Certificate that is recorded in Montezuma County.

Owner Mailing Address: _____ **City:** _____ **State:** ___ **Zip:** _____

Phone: _____ **Email:** _____

Applicant's Representative Phone: _____ **Email:** _____

Structure(s) on Property being nominated: _____

NOTE: List all that are applicable: i.e., house, barn, garage, commercial building, church. Exclude structures not part of the nominated structure but are now located on the property (site).

DESCRIPTION OF PROPERTY (SITE)

1. Legal: Lot _____ **Block** _____ **Subdivision** _____
(If applicable, attach a separate sheet with a metes and bounds description)

USE OF PROPERTY

Historic: _____

Current: _____

Year of Construction: _____

Year(s) of Any Exterior Remodeling (if known): _____

PLEASE ATTACH THE FOLLOWING: (Please type name of property on each sheet. You may use one sheet for all items, or several sheets.)

- _____ A copy of document(s) proving ownership of the property and state the legal description of location and boundaries.
- _____ A statement describing the history of the structure (i.e. year built, and any renovations over time, etc.).
 - _____ Attach a description and photo of the current appearance of the property and boundaries of the historic structure.
 - _____ Attach a description and photo (if available) of the original appearance of the property and boundaries of the historic structure or site.
- _____ A description of the characteristics of the structure which justify its designation and a description of the particular features that should be preserved.
- _____ A description of the structure's historical significance in regards to the criteria listed below (architectural, cultural, geographic/environmental, prehistoric or historic structures or sites).
- _____ Three letters of support or copy of a letter demonstrating eligibility as the result of a Certified Local Government Inventory.
- _____ Copies of the State Site Forms (Please be aware that you will be required to obtain a Site Number from the History Colorado State Historic Preservation Office in Denver).

AUTHORIZING SIGNATURES:

I/We hereby certify that the information on this application and attachments is correct and that the property affected by this application is in the exclusive ownership or control of the applicant, or that the applicant has the consent of all partners in ownership of the affected property. An authorization letter from the property owner has been attached in the event that the owner's signature has not been provided below.

I/We agree that, before making any alterations to the exterior of a structure, resource, or property designated in the Cortez Register of Historic Sites, Structures and Districts, the applicant proposing the alterations shall submit plans describing the modifications to the Cortez Historic Preservation Board for review and recommendation, as set out in Sec. 8.02.04 of the City Land Use Code, Historic Preservation Board.

I/We also agree to comply with all Cortez ordinances, codes, rules and regulations including but not limited to 6.19 (9.04.06) Cortez Land Use Code regarding application for, designation as, alteration of, and all other review processes now in effect or as may be amended or created from time to time.

Property Owner(s)

Print or Type: _____ Signature: _____

Print or Type: _____ Signature: _____

Applicant(s) or Authorized Agent

Print or Type: _____ Signature: _____

Print or Type: _____ Signature: _____

E-mail digital PDF (or postal mail/deliver in person) completed form with signature and attachments.

City of Cortez Planning & Building
Attn: City Planner
123 Roger Smith Ave
Cortez, CO 81321



CITY OF CORTEZ HISTORIC PROPERTY NOMINATION FORM Addendum

To assist you in completing the application for a historic property, please be aware of the criteria as noted in the City of Cortez Land Use Code. Per Section 6.19 (9.04.06 G) of the Land Use Code, to be considered for historic designation. Structures must be at least fifty (50) years old and meet one (1) or more of the following criteria for architectural, cultural, geographic/ environmental, or prehistoric and historic archaeological structures or sites. These criteria help to evaluate the SIGNIFICANCE of the property, structure, or site.

G. Designation Criteria

1. Age. Structures must be at least fifty (50) years old and meet one (1) or more of the criteria listed below. A structure may be exempted from the age standard if the Historic Preservation Board and Cortez City Council find it to be exceptionally important in other designation criteria.
2. Architectural.
 - a. Is a significant historic remodel;
 - b. Exhibits a pattern or grouping of elements representing at least one of these criteria;
 - c. Represents a built environment of a group of people in an era of history;
 - d. Represents an innovation in construction, materials, or design;
 - e. Demonstrates superior craftsmanship or high artistic value;
 - f. Is an example of the work of an architect or builder who is recognized for expertise nationally, state-wide, regionally or locally; or
 - g. Exemplifies specific elements of an architectural style or period.
3. Cultural
 - a. Is a location where a historic event occurred that had an effect on local or regional history or the general development of society or cultural values.
 - b. Exemplifies cultural, political, economic, or ethnic heritage in the development of the City or region; or
 - c. Is associated with a notable person or the work of a notable person or cultural group of people.
4. Geographic or Environmental
 - a. Enhances the sense of identity of the City;
 - b. Is an established and familiar natural setting or visual feature of the City; or
 - c. Is geographically or regionally significant.
5. Prehistoric and Historic Archaeological Structures or Sites;
 - a. Prehistoric and historic archaeological structures or sites that have a potential to make an important contribution to the area's history or prehistory;
 - b. Is associated with an important event in the area's development;
 - c. Is associated with a notable person(s) or the work of a notable person(s), or
 - d. Has distinctive characteristics of a type, period, or manner of construction.

Please be aware of the criteria as noted in the City of Cortez Land Use Code. Per Section 6.19 (9.04.06 H) of the Land Use Code, to be considered for historic designation. Each property, structure or site shall be evaluated based on physical integrity using the following criteria (a property need not meet all the following criteria). These criteria help to evaluate the INTEGRITY of the property, structure, or site:

H. General Criteria for Structures and Sites

1. Shows character, interest, or value as part of the development, heritage, or cultural characteristics of the community, region, state, or nation;
2. Retains original design features, materials, and/or character;
3. Is in the original location or same historic context if it has been moved; or
4. Has been accurately reconstructed, restored, or preserved.

I. Revocation of Designation

If a building or special feature on a designated site has changed or been altered in such a way as to negate the features necessary to retain designation, the owner may apply to the Board for revocation of the designation, or the Board shall recommend revocation of the designation to the City Council in the absence of the owner's application in the same procedural manner in which the structure, or site was originally designated.