

Proposal for Alterations Form

PROJECT TITLE: _____

Easement Property Address _____

Owner Info.

Name: _____

Email: _____

Phone: _____

Architect/Contractor Info.

Name: _____

Email: _____

Phone: _____

Brief Description of Proposed Change(s) to Building Exterior (attach additional pages if needed):

How to Submit: Email this form and supporting information to: cindy@cohf.org. Whenever possible, email the supporting documents in PDF format and photos in jpeg digital format. Please note that CHF does not return documents or photographs, so please be sure to keep copies for your records.

What supporting information is helpful for review? The property owner should submit the following information about the proposed project as applicable:

1. Detailed drawings of proposed changes. The Foundation reserves the right to require architectural drawings as necessary.
2. Site plan sketch showing the impact of the proposed alterations on the site.
3. Photographs of existing condition and area of proposed treatment.
4. List of building materials (existing and proposed).
5. Sample materials or product literature as appropriate.
6. Construction timetable.
7. Indication of whether you intend to utilize state or federal historic rehabilitation tax credits.

**If you have any questions about the alteration review process, do not hesitate to contact
Cindy Nasky, Director of Preservation Programs, at 303.894.2503 or cindy@cohf.org.**

Helpful Information & FAQ's...

When must this information be submitted? BEFORE WORK COMMENCES. It is the responsibility of the property owner that approval be obtained by the Foundation before beginning work. To allow time for staff review, please factor one month into your planning schedule (although it may be less). Additional materials may be requested to inform the decision. Larger-scale projects may require review by the Easement Committee of the Board of Directors, which may add time. Exceptions are made for emergency situations.

What criteria does the Foundation use to evaluate proposed alterations? The Foundation reviews alteration requests per the specific easement and the *Secretary of the Interior's Standards for Rehabilitation* (The Standards). The Standards are a nationally recognized tool of preservation 'best practices' intended to ensure that the historic integrity of a building is maintained.

Basic practices include:

Repair rather than replace	Replace missing or damaged features in-kind
New construction is 'different but compatible'	Retain and preserve original materials
Minimal change to defining characteristics	No false history
Gentlest means possible	Maintain integrity

How does The Foundation apply these criteria? The Foundation strictly applies The Standards to proposed alterations involving character defining features of a property and primary elevations. The Foundation may allow more flexibility in altering non-character defining or non-historic features on secondary elevations.

When will I be notified of the Foundation's decision regarding my project? The property owner/contact will be notified in writing (including via email) of the decision within one month, although often sooner. If there are project complications/change orders that deviate considerably from the agreed work plan, the Foundation must be allowed the opportunity to review altered plans before work re-commences.

Is there any follow-up documentation required? Yes, at project completion, the property owner is requested to submit photos (digital or printed) to the Foundation of affected area(s) to demonstrate that work was completed according to the approved plans.

Is there anyone else that I should contact about my project? If your locale has a historic preservation review board or landmark commission, you should contact them to understand the kinds of alterations which can be made to historic buildings in their jurisdiction. This is also true for sign ordinances. If you will be applying for federal or state historic rehabilitation tax credits, consult with the History Colorado Office of Archaeology and Historic Preservation at 303.866.3741. As a rule, the early communication is best.

What happens if I don't get prior approval? In the event that an easement property owner makes an alteration to the exterior of the easement property without former approval, the easement document empowers The Foundation to pursue a variety of legal measures to rectify the violation, including:

1. Requiring the restoration of the property to its condition prior to the violation.
2. Entering the property, correcting the violation and holding the owner liable for expenses incurred by the correction.
3. Recovering damages for the violation for the purpose of restoring the property.

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