



## **HISTORIC DISTRICT DESIGNATION APPLICATION INFORMATION**

The application to become an Historic District has two parts. The first part is a pre-application conference, and the second is an application form that documents the character and significance of the district. The pre-application conference is an important first step for the applicant and the Historic Preservation Office to assess the qualifications of the district before a significant investment of time is made and to establish a cooperative working relationship.

A copy of the application is attached and instructions follow, along with a description of the review process.

The application must be typed or word-processed. One original (with photographs) and eight copies of the Final Application must be submitted. Please contact our office if you have questions or wish to schedule a Pre-application Conference.

**City of Steamboat Springs**  
**Historic Preservation Office**  
Centennial Hall – 124 10<sup>th</sup> Street  
PO Box 775088  
Steamboat Springs, CO 80477  
(970) 879-2060

## HISTORIC DISTRICT DESIGNATION REVIEW PROCESS

1. **Pre-application Conference.** A Pre-application Conference with the Historic Preservation staff is an opportunity for informal discussion of the merits of the proposed district. Materials to be submitted for the Pre-application Conference include the following:
  - History – summary of neighborhood development and Period of Significance
  - Summary of how the proposed district meets the criteria
  - Survey results and survey map
  - Description of significant architectural styles and their prevalence within the district
  - Draft map – showing contributing and non-contributing structures
  - Draft map – (can be the same as above map) showing proposed district boundary
  - Draft list of contributing and non-contributing structures (Final list done at least by time of Application)
  - Photographs – showing examples of styles and streetscapes, and other significant features

These materials must be compiled and sent to the Historic Preservation Office at least a week prior to the scheduled Pre-Application Conference in order to allow the staff members time to tour the area with the information.

The Applicants may request more than one Pre-application Conference before the application is ready for submission. The Pre-application Conference may consist of a series of meetings with the staff. If staff determines that the Preliminary Application has merit, it will request the Chair of the Historic Preservation Commission to appoint a sub-committee to work with the Applicants, Staff, and the Affected Property owners.
2. **Submit application.** Preparation of the application and neighborhood education is a lengthy process, so it may take several months or over a year to prepare the application and prepare for the public hearing.
3. **Staff Review.** Historic Preservation Staff will focus on the completeness of the application and its conformance with designation criteria. If the Staff determines the application to be complete and qualifying, under the designation criteria outlined in the Historic Preservation Ordinance (Chapter XXX of the Revised Municipal Code), it will put the matter on the agenda for the full Historic Preservation Commission at a public hearing.
4. **Public Hearing Scheduled.** Historic Preservation Staff will schedule a meeting with the Historic Preservation Commission within 30 days of receiving a complete application. Notice shall be posted and also be sent by first class mail to the property owners within the proposed historic district's boundaries. Public hearings are held at regular Historic Preservation Commission meetings, the first Thursday of the month at 5:00 p.m.
5. **Historic Preservation Commission Public Hearing.** Public hearings are held at regular Historic Preservation Commission meetings. The applicant may make a brief introductory presentation (10 minute maximum) describing the district application. Speakers for and against the district designation will then be allowed to speak, limited to three (3) minutes each.
6. **Commission Recommendation to City Council.** The Historic Preservation Commission makes a recommendation to City Council following its review. The Commission may recommend designation, recommend with modifications, or recommend against designation. The Historic Preservation Commission shall notify the Affected Property owners and City Council in writing of any decision on the application.
7. **City Council Review.** Final action on the district application is taken at a City Council Public Hearing. If City Council approves the historic district, the City Council shall adopt an ordinance to that effect establishing the Historic District and its boundaries.

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STEAMBOAT SPRINGS HISTORIC PRESERVATION COMMISSION

APPLICATION FOR DESIGNATION OF AN HISTORIC DISTRICT

1. **District Identification**

Boundaries of District:

Legal Description:

Historic Name of District:

Current Name of District (if different)

Historic Uses:

Present Uses:

2. **Application Information**

Contact Person:

Affiliation:

Address:

Daytime Phone Number:

3. **Attach the Following Documents**

Map showing boundary of district and contributing and non-contributing structures.

Photographs showing the contemporary character of the structures and streets to illustrate the character of the district. Minimum size 3x5 black and white or color. Photos will not be returned.

Owner petition forms or other indication of notification and contact with owners.

List of owners of record obtained from Assessor Office within 60 days of application.

4. **Statement of Significance**

Summarize how the district meets the criteria for designation. Identify the criterion and provide a statement of how the district meets at least one of the designation criteria listed below. The application needs to describe the significance. **A district must be significant as well as being an identifiable entity. It must meet at least one criterion in one or more of the three criteria categories.**

Historic District Designation Criteria (Chapter XX, Section XX Criteria for designation of structures and districts for preservation)

An Historic District may be designated for preservation if it meets at least one (1) criterion in one or more of the following three (3) categories:

(1) **History.**

To have historic importance, the resource shall be at least 50 years old and shall:

The building, site, structure or object has character, interest or value as part of the development, heritage or cultural characteristics of the City, State or Nation; is the site of an historic event with an effect upon society; is identified with a person or group of persons who had some influence on society; or, exemplifies the cultural, political, economic, social or historic heritage of the community.

(2) **Architecture.**

To have architectural importance, the resource shall be at least 50 years old and shall:

The building, site, structure or object portrays the environment of a group of people in an era of history characterized by a distinctive architectural style; embodies those distinguishing characteristics of an architectural-type specimen; is the work of an architect or master builder whose individual work has influenced the development of the City or contains elements of architectural design, detail, materials and craftsmanship which represent a significant innovation.

**(3) Geography.**

To have geographical importance, the resource shall be at least 50 years old and shall:

The building, site, structure or object, because of being part of or related to a square, park or other distinctive area, should be developed or preserved according to a plan based on an historic, cultural or architectural motif; or, due to its unique location or singular physical characteristics, represents an established and familiar visual feature of the neighborhood, community or City.

**5. Architectural Description**

*Concisely describe the architectural character and development pattern of the district.*

- a. *Describe location and setting including physical context and relationship to neighborhood and other historic neighborhoods.*
- b. *Architectural description including mention of major features, uncommon design features, ancillary structures, and important landscape or site features. Also describe interior spaces with extraordinary design features (if any).*
- c. *Inventory list of all buildings in the district, including address, historical name (if known), date of construction, and contributing/non-contributing status.*
- d. *A Summary of the Character Defining Features of the District as a whole must be included in the Architecture Section.*
- e. *A statement must be included describing the method or criteria used by the applicant to determine whether structures or features are contributing or non-contributing.*
- f. *The application must include a general description about how the neighborhood has been altered or changed through the years, including a description of trends. (This is not to be a list of every change).*

**For Further Explanation of the Architecture Section See Attachment A**

**6. History of the District and Its Associations**

*Describe the history of the district and its associations with important individuals, groups, events, or historical trends:*

- a. *Provide details about the circumstances of construction including the date of construction, architect, builder, and owner for the structures and any significant additions.*
- b. *Describe specific historical associations including why this district has direct association with the individual, group, event, or historical trends.*
- c. *Provide a list of research sources used in compiling this application.*

***Period of Significance must be included in the History Section of the Application.***

*Must be at least 50 years old for an end-date of the period. Period of significance means the beginning of the history of the district or structure to the end of the significant historical period. In the case of a district could be the date when the neighborhood was totally developed or the end of a certain historical era, such as prewar or postwar neighborhoods.*

**For Further Explanation of "History Section" see Attachment B**

**7. Geography of the District**

**For Explanation of the "Geography Section" see Attachment C**

- 8. The Historic Preservation Office may request additional information not included on this application. The information contained in this application is intended to be a guide, not an exhaustive list of requirements.**

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**ATTACHMENT A**  
**EXPLANATION OF “ARCHITECTURAL” SECTION**

What does “integrity” mean?

*In the National Register definitions, the collection of buildings define the district.*

*A definition of a district should be an area that has a significant concentration and continuity of intact buildings and structures that are linked by history of development or aesthetically by plan or physical development. Scottish Highlands and Bonnie Brae are examples of neighborhoods that have aesthetic plans of curving streets that link the buildings. In addition, they are linked by the history of their development and architecture. (The key point here is the “significant concentration and continuity of intact buildings and structures.”)*

*A district may be composed of a wide variety of resources, but must be a unified entity in which all elements convey a visual sense of the historic environment and significance. Parks, such as Washington or City parks, with many types of buildings and structures could represent this type of district. The principal activity in a park is recreation and this should be reflected in the park plan as well as the landscaping and buildings.*

*The buildings in a district could be related functionally such as in Lower Downtown and Larder Square’s commercial buildings, Humboldt Street District’s residences, Bethesda’s hospital buildings. The buildings in a historic district could be related by architectural style as well as function as with the buildings in Stoneman’s Row, Curtis Park, or Ninth Street Historic Park.*

***Type or features in historic district (from National Register bulletin 15, page 5)***

*A district can comprise both features that lack individual distinction and individually distinctive features that serve as focal points. It may even be considered eligible if all of the components lack individual distinction, provided that the grouping achieves significance as a whole within its historic context. In either case, the majority of the components that add to the district’s historic character, even if they are individually undistinguished, must possess integrity, as must the district as a whole.*

*LPC will consider the ability to perceive the qualities that are character defining in judging the integrity of the district. See below.*

*In the District Application, indicate it is desirable to have a preponderance of contributing buildings. This relates to the above... must possess integrity, as must the district as a whole.*

***Summary of the Character Defining Features***

*A Summary of Character Defining Features of the District as a whole must be included in the Architecture Section.*

***Character Defining Features:***

*What are the significant physical qualities that define the character of a district including types of buildings or historic functions; styles and periods; overall mass, form and materials of buildings and orientation of entrances and building to street; building heights; roof forms; setbacks; common features in architectural details such as porches, window and door openings, and other decorative details; landscaping and public and private spaces; relationship of the buildings to landscaping and surroundings.*

*The extent of alterations should be taken into account and in the individual buildings still retain their original integrity and are representative of the historic context by using the seven aspects of integrity (Location, Design, Setting, Materials, Workmanship, Feeling, Association) as defined in the Denver Landmark Preservation Ordinance.*

*Character Defining Features must be defined for each district. Integrity can be determined as the degree to which the structure or feature demonstrates those character defining features and is relatively unaltered and is identifiable as having been present during the period of significance. A Summary of these Character Defining Features must be included in the Architecture section of the Application. (see above)*

***Alterations:***

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*Alterations that are common to many of the structures in the proposed district, and that relate to the history of the development of the neighborhood may be considered to be Character Defining Features. Alterations must be 30 years old in order to be included in the set of character defining features for a district.*

*One of the main issues in considering the impact of additions is how visible they are, and whether the house still displays original integrity. (Is it still recognizable as having been built (present) during the period of significance?)*

**Change:**

*The Application must include a general description about how the neighborhood has been altered or changed through the years, including a description of trends. (This is NOT to be just a list of every change.)*

**Contributing/Non-Contributing**

*A statement must be included in the Architecture Section describing the method or criteria used by the applicant to determine whether structures or features are contributing or non-contributing. Such as: new buildings less than 30 years old are non-contributing; buildings altered beyond recognition of original design are non-contributing.*

*The aspects of integrity need to be applied to determine contributing/non-contributing. Buildings altered beyond recognition of original design or that have changes that alter the perception of the historic design, significance, or period are likely to be non-contributing. As are buildings that have a new style or new materials applied over original materials or one-story buildings made into two-story buildings.*

**ATTACHMENT B**  
**EXPLANATION OF “HISTORY SECTION” REQUIREMENTS**

*Applicant must give examples of what historical “association” means in the Landmark District Application.*

*Examples of What “Historical Associations” ARE:*

Sec. 30.3 (1) History

**(a) Have direct association with the historical development of the city, state, or nation;**

- *Moffat Railroad Station is associated with the development of railroads into the Colorado mountains; Union Station is associated with development of transcontinental rail travel; Tramway Cable Building, the Tramway Power Building (REI), and the Tramway Building (Teatro Hotel) are all associated with the development of public transportation in Denver. The Parks and Parkway system is associated with the growth of the city. The City’s parkways that are associated with the City Beautiful movement have been included in a Denver Landmark District, the Denver City Beautiful Parkways District.*

*Historic districts with this association with the historical development of the city could include Potter Highlands Historic District that represents the annexation by Denver of an independent town and the growth of the city to the west. Montclair District is associated with the growth of the city to the east and the extension of the transportation system to that area. Both of these districts also meet the criteria for architectural significance and the historical importance of their residents. Globeville and South Denver were also independent towns until annexed by Denver. Ninth Street District is all that remains of the residences in Auraria and has an important association with the development of early Denver.*

**(b) Be the site of a significant historic event;**

- *Association with an historic event, such as the Auditorium Theater’s association with the Democratic Convention National Convention in 1908. Another example is Constitution Hall, 1865 (1507 Blake, now demolished) where the Colorado Constitutional Convention met 1875-1876.*

*It would be nice for districts to have one or more of these buildings or other sites of important events, but it would be rare.*

**(c) Have direct and substantial association with a person or group of persons who had influence on society;**

- *An individual building could qualify if it was the home of a political leader – mayor, governor or other influential politician – Mayor Speer – Parks and Parkways and City Beautiful Movement, Governor John Evans – statehood and development of state; Lawrence Phipps; the home of Justina Ford – important Black female doctor. Other examples include the house where Buffalo Bill died, or the house where Golda Mier lived.*
- *The significance of the individual must be established within a historic context. A property does not meet this criterion if it was owned or used by a person who was a member of an identifiable profession, class or social or ethnic group, but made no significant contributions. There may be a lack of information about the person, but it must be established through historic research that the person gained importance and had influence in the profession or group for the property to be eligible under this criterion.*
- *In a residential district where a large number of prominent or influential professionals, civic leaders, politicians, etc. lived, the district may meet this criterion if the significance of the individual residents is explicitly justified.*

***Historic districts must have a number of prominent people who lived in the district to qualify under this criterion.***

- *Individuals living in a district who have had influence in the shaping of the City or the State. George Cramner, Manager of Improvements and Parks lived in Hilltop; Mayor Robert Speer lived in Country Club. Humboldt Street Historic District was home to Governor William Sweet and Frederick G. Bonfils and Harry H. Tammen, founders of Th Denver Post. Other prominent businesspeople who made substantial contributions to the community and actively shaped Denver and Colorado such as business leaders, mining men, railroad founders. Country Club Historic District has a great number of these people who influenced the growth of Denver and Colorado.*

***A historic district may qualify for designation for Association with ethnic group(s).***

*Five Points association with the Black community; Globeville association with eastern Europeans, Bethesda association with Dutch community. West Colfax associated with early Jewish community.*

*For a district to qualify under this criterion, the district should have a predominance of an ethnic group who lived there and their buildings reflect the ethnic heritage as the buildings at Bethesda do. Before Globeville became so altered, the buildings were very representative of the ethnic group as seen in the design of their houses and out buildings, their fraternal buildings and commercial buildings, all mostly gone now. West Colfax still has Jewish deli's, churches and possibly other buildings.*

Examples of What "Historical Associations" ARE NOT:

- *Association with someone having only ownership of the land and subdivided or platted it for development, but before any structures were built, and landowner did not build a house and live in the neighborhood.*
- *A historic district where a number of influential persons lived does **not** meet this criterion if the contributions of specific individual(s) cannot be documented. Listing in the social directory or membership in a Country Club is not valid.*

*Many prominent businessmen owned land that they subdivided for development, but did not live in the area, such as Henry Porter. This association is not substantial enough, nor is the ownership of a house that was rented out, but the owner never lived there. This especially applies to districts.*

**ATTACHMENT C**  
**EXPLANATIONS FOR “GEOGRAPHY” SECTION**

***Consider Urban Design of the District:***

*Examples:*

- *Have a prominent location or be an established, familiar, and orienting visual feature of the contemporary city:*
  - Corner church – Cathedral of Immaculate Conception; Central Presbyterian; - Trinity Methodist Church*
    - *Park*
    - *Large corner business block*
    - *Specific examples:*
      - D & F Tower;*
      - The row of apartment houses on Sherman Street named “Poet’s Row” (“orienting visual feature”)*
      - The Weir commercial building at 32<sup>nd</sup> and Zuni (large in relation to its surroundings)*
      - High Schools overlooking the parks*
- *Promote understanding and appreciation of the urban environment by means of distinctive physical characteristics or rarity:*
  - *The framed Gothic cottages at 12<sup>th</sup> and Delaware (“rarity”)*
  - *Parkway System*
- *Ninth Street Historic District – The last residences in Auraria and the Territorial Houses (rarity)*
  - *International Style and Art Moderne in Bonnie Brae*
- *Lower Downtown – large commercial Warehouses – Larimer Square – 19<sup>th</sup> century commercial.*
  - *Parks and Parkway System*
  - *Stoneman’s Row*
  - *Scottish Highlands (curving streets). Rare use of romantic planning in Denver.*
  - *Bonnie Brae – rare architecture and curving streets*