



## Planning & Building

130 S. McKinley Avenue Phone: 303.857.6694  
 Fort Lupton, CO 80621 Fax: 303.857.0351  
[www.fortlupton.org](http://www.fortlupton.org)

### Request for Report of Acceptability for a Historically Designated Property

The City of Fort Lupton is proud of its unique history and its historically designated properties. Therefore, the Municipal Code requires review by the Historic Preservation Board prior to any exterior alterations or demolitions to historically designated properties, and approval of a Report of Acceptability. To find out if your property is historically designated, visit [bit.ly/FLDesignation](http://bit.ly/FLDesignation) or call 720.466.6128 for the register of designations within the City.

To obtain a Report of Acceptability, submit this fully completed form and any required attachments to the Planning Department at [planningdept@fortlupton.org](mailto:planningdept@fortlupton.org) or delivering it to City Hall at 130 S. McKinley Avenue, Fort Lupton, Colorado 80621. More information on the process is included in the attached Instructions for Submitting a Request for Report of Acceptability.

#### A. CONTACT INFORMATION

- 1) Property Owner: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Preferred method of contact? Email:    Phone:    Mail:

#### B. SITE DESCRIPTION

- 1) Site Address: \_\_\_\_\_  
 2) Parcel Number: \_\_\_\_\_  
 3) Historic Building Name: \_\_\_\_\_

#### C. PROJECT DESCRIPTION

- 1) Please provide a short description of the proposed project in the space provided below:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 2) Is a building permit required? (*Contact the Building Department at 303.857.6694 with questions.*)  
 Yes            No
- 4) If the project does require a building permit, have you submitted a completed building permit application to the Building Department? This is required prior to submitting a Request for Report of Acceptability.  
 Yes            No
- 5) Is the project requesting to demolish a historically designated structure?  
 Yes            No

**D. SUBMITTAL CHECKLIST**

The following documents be submitted with a fully completed Request:

- If the work requires a building permit, or is a request to demolish a building, the building permit and/or demolition permit and all attachments to the permit(s) must be included;
- Sketches, plans and any other documents required by the Historic Preservation Board, including paint color samples, and photos of all sides of the building that changes are being made to; and
- A narrative that describes the project. It is recommended that the narrative address the following items that the Historic Preservation Board must consider when making its final determination on whether to approve the Request:
  1. whether the work will erode the authenticity or destroy any distinctive exterior feature of the building;
  2. whether the work is compatible with the distinctive characteristics of the historic site; and
  3. whether the work is in the spirit of the [Article XVII, Chapter 18 of the Fort Lupton Municipal Code](#).

**E. PROPERTY OWNER CERTIFICATION(S)**

I hereby certify that I am the legal owner of record of the property that is the subject of this application. I further certify that all information submitted with this application is true and accurate to the best of my knowledge.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use Only**

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

If the application is not complete, state reasons why it is incomplete:

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Conceptual Review

Final Review

Conceptual Review Waived

Scheduled Meeting Date: \_\_\_\_\_

## Instructions for Submitting a Request for Report of Acceptability

### DEFINITIONS

Words in the singular include the plural and words in the plural include the singular.

Application refers to the official submittal to the City of Fort Lupton's Planning Department for review of the proposed project identified in the Request for Report of Acceptability. The application includes the form, all materials submitted for review of the project, including those documents required under the Building Regulations of the Municipal Code, and any additional information provided.

Project refers to the exterior changes identified in the application and application materials.

Property refers to the land that is being proposed for exterior changes as described in the Request for Report of Acceptability and application materials.

Request means the Request for Report of Acceptability.

### A. CONTACT INFORMATION

Provide contact information for all owners of any property that is the subject of the application. If the contact information for all property owners will not fit on the space provided, submit a separate sheet for the additional owners.

### B. SITE DESCRIPTION

Provide all information requested. Parcel numbers and address information may be found at the Weld County Property Portal at <https://www.co.weld.co.us/maps1/propertyportal/>. Information on the historic name of the building can be found on the chart titled Fort Lupton Designation Register at [bit.ly/FLDesignation](http://bit.ly/FLDesignation).

### C. PROJECT DESCRIPTION

Please provide a description of what proposed exterior changes that the project entails. If you need more space for the project description, please attach a separate sheet.

State if the proposed changes require a building permit or a demolition permit. If you are unsure, please contact the Building Department at 303.857.6694. If a permit is required, it must be submitted to the Building Department prior to submitting a Report of Acceptability.

### D. SUBMITTAL CHECKLIST AND PROCESS

For an application to be considered complete, and for planning staff to schedule a meeting before the Historic Preservation Board, this Request must be fully completed and all required attachments included. You may submit the fully completed form and required attachments to the Planning Department at [planningdept@fortlupton.org](mailto:planningdept@fortlupton.org) or delivering it to City Hall at 130 S. McKinley Avenue, Fort Lupton, Colorado 80621.

No permit will be released by the Building Inspector until a Report of Acceptability has been obtained for the following work:

- 1) Alteration or reconstruction of, or addition to, the exterior of any improvement which constitutes all or part of a historic site;
- 2) Demolition or relocation of any improvement or object which constitutes all or part of a historic site; or
- 3) Construction or erection of, or addition to, any improvement upon any land included on a historic site.

Planning staff will review the application for completeness and provide notice to the applicant whether the application has been deemed complete. Once the application is deemed complete, Planning staff will schedule the project for a meeting before the Historic Preservation Board. The applicant must attend the meeting to present their proposed project to the Historic Preservation Board.

### E. PROPERTY OWNER CERTIFICATION(S)

Provide the signature of all owners of properties included in the application in this section.

For any other questions, please contact the Planning Department at 303.857.6694 or [planningdept@fortlupton.org](mailto:planningdept@fortlupton.org).