



City of Englewood  
 Community Development Department  
 1000 Englewood Parkway  
 Englewood, CO 80110  
 303-762-2342  
 englewoodgov.org

**HISTORIC DESIGNATION  
 CHECKLIST**

Only **complete** applications will be accepted.  
 Please use the following Checklist to complete your application.

Applicant ✓	City ✓	Checklist Items
		<b>Pre-application</b> meeting with Community Development held on:
		<b>Application Form</b>
		<b>Completed Checklist</b> (this form)
		<b>Letter of Authorization</b> (if applicant is not the property owner)
		<b>Documentation</b> of legal interest in the property
		<b>Written justification</b> for historic designation based on criteria established in 16-6-11.D EMC. If application is for historic designation of a District, provide written approval from at least two-thirds of the property owners within the proposed district.
		<b>Supporting materials:</b> (i.e. Photos, historical documents, etc. relating to the property or proposed district)
		<b>Fees</b>
		Application Fee (payable to City of Englewood)      \$250.00 <b>(Non-Refundable)</b>
		<b>Site Plan:</b>
		Maximum Size: <b>24" x 36" FOLDED</b>
		Number of copies for initial submittal: <b>10</b>
		Include the following items on the site plan:
		Written and graphic scale
		North arrow
		District boundaries if application is for District designation
		<b>Additional material/information</b> as requested by City Manager or Designee
<b>Note:</b>		<b>Additional copies</b> will be required for: <ul style="list-style-type: none"> <li>▪ Resubmittals</li> <li>▪ Outside agency referrals</li> <li>▪ Planning and Zoning Commission Public Hearing</li> <li>▪ City Council 1<sup>st</sup> Reading</li> <li>▪ City Council Public Hearing</li> </ul>

*Avoid delays - Submit a complete application!*