

City of Englewood
Historic Preservation Commission
Englewood Historic Landmark Application Process

Step 1: Staff Receipt and Initial Review

Applications shall be submitted to the city on a form approved by the Historic Preservation Commission. The application fee shall be established by ordinance and maintained in the city's rate and fee schedule.

Step 2: Public Hearing

Within 45 days after an application is determined complete or within a time frame agreed upon by the applicant and the city, a public hearing shall be held by the Historic Preservation Commission.

- a. The Historic Preservation Commission shall provide notice of the date, time, and location of the public hearing to the applicant, the owner or owners of record, the owners of adjacent properties and, if known, to other persons having a legal or equitable interest in the properties or district nominated for designation at least 15 days prior to the hearing.
- b. A legal notice indicating the nature of the hearing, the property involved, and the time, date, and place of the scheduled public hearing, shall be published in the City's publication of record at least 15 days prior to the hearing.
- c. The notice shall be posted at the property's physical location at least 15 days prior to the hearing.

Step 3: Historic Preservation Commission Review

The Historic Preservation Commission shall review the application and evidence submitted at the public hearing for conformance with the established criteria for designation under Section 16-12-5. Thereafter, The Historic Preservation Commission shall make its recommendation, and forward the recommendation to city council for final review.

Step 4: Final Approval

Within 30 days after receipt of the Historic Preservation Commission's recommendation, the city council shall hold a public hearing on the application to consider adopting by ordinance those properties qualifying for designation

Step 5: Recording

Within 30 days of the effective date of an ordinance designating a landmark or district, the city clerk shall record the ordinance with the Arapahoe County Clerk and Recorder.