



City of Englewood
Historic Preservation Commission
Landmark Nomination Instructions

Use these instructions to complete the nomination form. The nomination preparer(s) are encouraged to contact the Community Development Department at <mailto:commdev@englewoodco.gov> with any questions regarding the nomination form or the nomination process. As a general rule, properties 50 years or older are considered historic; although, exceptions can be made. A complete list of property criteria can be found in the Englewood Municipal Code § 16-12-5.

Section I- Property Information and Description

A. Address of Property

If the property does not have a street address, give a description of its location such as the nearest cross streets, Universal Transverse Mercator (UTM) coordinates, or latitude/ longitude.

B. Name of Property and Description

Historic Name: The historic name should be a prominent or influential owner(s), or the original owner. Not all properties will have a specific "Historic Name."

Current Name: This should reflect the current owner or occupant of the property, or its common name. Not all properties require a specific "Current Name."

Present Use and Historical Use: Describe the primary use of the property currently and historically. Use general terms such as "commercial" rather than list a specific business, or "education" rather than "elementary school." For residences, please specify single-family or multi-family.

C. Geographic/ Legal Description of the Property

Include information as applicable. This information can be obtained from the Arapahoe County assessor's records or property tax forms.

D. Map

The site map should include an aerial image of the entire subject property and portions of the surrounding properties. Street names should be labeled with their name, and buildings should be labeled. Aerial imagery can be obtained from the Arapahoe County online mapping system, [ArapaMap](#).

E. Current Owner of Property

List the current owner of the property. For properties with multiple owners, list the names and addresses of each owner on one or more continuations sheets.

F. Owner Consent for Nomination

Owner consent is required before any application can move forward (see attached form) For historic districts, 65 percent of the property owners must provide consent.

G. Preparer of Nomination

List the parties responsible for completing the nomination. This individual or organization is also responsible for any follow-up communication with the Historic Preservation Commission. The person nominating the property does not have to be the property owner; however, the property owner must be aware of the nomination and provide consent (see Section I. F. for information on consent).

Section II- Design and Construction Information

A. Category/ Classification

Please select only one category. Descriptions for each property type are as follows, as defined by the National Park Service:

Building: “created principally to shelter any form of human activity.”

Examples: house, commercial building, church, factory, etc.

Site: “the location of a significant event, a prehistoric or historic occupation or activity.”

Examples: ruins of historic buildings, designed landscapes, gardens, and land areas having cultural significance

Structure: “used to distinguish from buildings whose functional construction made usually for purposes other than creating shelter.”

Examples: bridges, roadways, railroad locomotives and cars, gazebos, and water tanks.

Object: “used to distinguish from buildings and structures that are primarily artistic in nature or are relatively small in scale and simply constructed.”

Examples: sculpture, monument, or fountain.

District: “possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan for physical development.”

Examples: commercial area, residential area, civic center, large, landscaped park.

B. Construction Information

Year of Construction: Indicate the date or date range the property was constructed or established, if applicable. If the exact date is unknown, please include an estimated date. For sites, list the date that an important activity occurred.

Original Owner: List the original owner(s) of the property, if known.

Architect, Builder, Landscape Architect, Designer: If known, list the individual(s) or company(s) involved in the design and construction of the property, if applicable.

Has it been moved?: Please indicate if the resource has been moved from its original location. Resources that have been moved are subject to more scrutiny regarding their historic significance because they do not have their original setting or surroundings.

C. Architectural Information, Current Condition

1. *Architectural Style.* Indicate the architectural style of the primary resource, if applicable. For districts, list the predominant architectural style(s) of the resources within the district.
2. *Current condition and appearance.* Briefly describe the primary resource and the surrounding property or setting. List any alterations or additions to the property, and if it retains historic elements such as cladding and windows for an individual building or paths and landscape elements for a park. For buildings, start with a general overview of the exterior appearance, including plan shape (square, rectangular, L-shape, etc.), architectural style or type, number of stories, cladding material, roof type (front-gable, side-gable, hip, etc.), and the primary elevation. Then list more specific details such as location of porches, window type and material, chimneys, or decorative features. Describe the interior, if applicable.
3. *Photographs.* Include a **minimum of three photos** of the resource. Digital copies of photos are required. Photos should capture the primary resource and its surrounding environment. For buildings, include the primary facades, as many secondary elevations as possible, and close-up photos of details such as decorative or unique features. For districts, include overview photos and streetscapes, and photos of select features. Include historic photos if available.

Section III- Property Significance

A. Significance of Property

The significance of the property is key to determining its status as a local landmark. A resource can be significant under one or more criteria.

Criterion A: Properties significant under this criterion illustrate the historic trends of the community. This could be a single event, such as the site of a major labor strike, or a pattern of development that occurred over many years, such as the continued commercial importance of a downtown core. This could include a community center that was the meeting place of a prominent social organization, or a subdivision that illustrates community planning trends of the period.

Criterion B: Properties significant under the criterion are associated with individuals who have made important contributions to history. This could include the office of a prominent business owner, or the house of an influential politician. The property should reflect the achievements or influence of the individual, rather than just be connected to them. For example, the studio where a successful artist completed their famous works would be significant, but the house where they were born might not be significant.

Criterion C: Properties significant under this criterion are important for their illustration of architectural or engineering principles or the work of a famous designer or architect. They can be either exceptional examples of a type/ style or a good representative example. For districts significant under Criterion C, the individual components may not be distinct, but as a whole, the district illustrates specific design trends. Examples include a commercial building that exemplifies a specific architectural style, a neighborhood that represents multiple architectural styles popular during the period of construction, or a park designed by a renowned landscape architect.

Criterion D: Properties significant under this criterion have the potential to reveal important information about history. The properties could hold key information that would answer specific research questions. This primarily refers to archaeological sites or districts, such as a habitation site or a battlefield. Alternatively, a farmstead could be significant under D if it can reveal information about early agricultural practices in a community.

Criterion E: Properties significant under this criterion are those that, through time, have become important visual icons for an area or neighborhood. These resources create a distinct setting and feeling for the community. This could include a prominent tower on a city skyline, or a row of houses that has become essential to the setting of an adjacent park.

B. Narrative Statement of Significance

On one or more 8.5 x 11 sheets of paper, please describe how this property embodies, contributes to, or represents the history of Englewood. For each significance criteria selected above, please include one or more paragraphs explaining why the property fits the criteria selected. This is not just a history of the property but should illustrate how the resource fits into the larger historic context and historic trends. It requires factual information such as significant people, dates, or events associated with the resource. Be specific about the certain activities that occurred at the site, architectural elements that set it apart, or individuals that used the space historically. For example, if nominating a commercial building, describe how the businesses it housed were prominent or influential in the community. If nominating a house for architecture, describe the notable design or architectural features of the building that make it stand out from others of the same style.

C. References/ Bibliography

Cite all sources used in the completion of this application. Relevant resources may include, but are not limited to:

Sanborn Fire and Insurance Maps, Englewood Colorado
Englewood Public Library, Historic Photograph Collection
Englewood City Directories
Historic Aerial Photographs
Historic Topographic Maps
Historic Newspapers
McAlester, Virginia and Lee, *A Field Guide to American Houses*

Review Process

Completed forms and a non-refundable \$200 application fee should be returned to the Historic Preservation Commission (HPC) at the address below:

City of Englewood
Community Development Department
Att: Erik Sampson
1000 Englewood Parkway
Englewood, CO 80110

The nominations will be reviewed at the next regularly scheduled meeting of the Historic Preservation Commission. The HPC may request additional information on the nomination.