



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Historic Preservation Reroof Permit Application Requirements

Historic Preservation Reroof Permit Application Requirements

This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403: *All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.*

Please submit via the Planning Department's [online submittal system](#).

For more information about Historic Preservation, please visit <https://coloradosprings.gov/page/historic-preservation-1>.

Submittal Checklist

General Requirements

- Complete Application/Authorization
- Photo(s) of the property, clearly showing the color of the roof
- Photo or manufacturer's detail sheet of the proposed roofing material (must include material type and color)

Project Statement describing the following:

- Existing roof type and color
- Proposed roof type and color
- Building or buildings onsite to be re-roofed

****Applicant must provide all submittal exhibits for complete application****

Planner Authorization (CITY USE ONLY)

- Complete Application/Authorization
- Narrative
- Property Photo

Approved By

Date

File No(s)



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Application

Project Information

Site Address

Tax Schedule Number

Project Name

Existing Zone

Project Summary:

Contact Information

Property Owner (required)

Property Owner - Phone Number

Property Owner - Email

Property Owner - Address

Applicant (if applicable)

Applicant - Phone Number

Applicant - Email

Applicant - Address



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Owner and Applicant Acknowledgement

I hereby certify that I am the authorized applicant named above and that I have familiarized myself with the rules, regulations and procedures with respect to preparing and filing the application, and that all statements, answers and information provided as part of this submittal are in all respects true and accurate to the best of my knowledge and belief. I understand this application will not be formally accepted until all required information is received by the Land Use Review Division.

Signature of Property Owner (required)

If property owner is an entity or company, a Statement of Authority must be provided.

Date

Signature of Applicant (if applicable)

Date