



COA APPLICATION CHECKLIST

Existing Construction

Section 4-6-14 of Littleton's Historic Preservation Code provides for improvements to be made to any locally designated landmark structure or to any property within a locally designated historic district with the receipt of a "Certificate of Historic Appropriateness" from the Historical Preservation Board or, in certain circumstances, from the Director of Community Development.

PLEASE SUBMIT A COMPLETED COPY OF THIS CHECKLIST WITH YOUR APPLICATION

LEVEL OF APPLICATION: **Historical Preservation Board**

Historic / Current Name of Property Batschelet Building

Applicant Name Rees F. Davis, Jr., Managing Member of property owner Mainstreet Partners 1, LLC

Date of Submittal November 9, 2016

Size and number of plan sets

- ☐ Plan sets shall generally be on 11" x 17" two-sided sheets.
- ☐ Submit one electronic copy with application.
- ☐ Submit one paper copy with application. NOTE: Additional plan sets may be required.

INFORMATION TO BE PROVIDED ON ALL PLAN SETS

Cover page

- X Title should be written in large type across the cover page. Please use the following format:

Certificate of Appropriateness for: _____ (historic name of building)

Amendment #: _____ (if applicable) _____

Address of property: _____

- X Date of submittal
- X Owner, applicant and architect contact information
- X Signature block (see attachment)
- ☐ Index of drawings, if more than 2 sheets

Photographs

- ☐ Historical Photographs of the structure or site (the Littleton Museum has a

substantial historic photograph collection. Please contact the Museum at 303-795-3950 to make an appointment for the Research Center to view the collection. There is a fee to have photographs copied). If date of photo is known, please include. Pictures obtained from the Littleton Museum must credit the Museum.

- ☐ Current color digital photographs of all visible sides of building, close-up shots of any features proposed for alteration and streetscape shots to show adjacent buildings and/or the context of the subject property in its surroundings. Photographs must be good quality and clearly labeled.

Drawings

- ☐ Elevations of all sides of the building where alterations are proposed.
- ☐ Identify proposed alterations.
- ☐ Drawings must be scaled and dimensioned.
- ☐ Materials, existing and proposed, shall be labeled (samples may be requested)
- ☐ Construction details
- ☐ Color rendering is generally required with final submittal for HP Board packets, but may be waived for some projects.

Depending on the type of project for which you are seeking a COA, provide the following additional information in order to allow a full presentation of facts and proper consideration by the board

Check all project types that apply:

☐ New Building or Addition

- ☐ Scaled and dimensioned site plan showing existing conditions, adjacent streets, alleys, buildings and proposed new construction.
- ☐ Scaled and Dimensioned floor plans indicating existing and proposed features
- ☐ Principal structures: A 3D color rendering showing reveals and adjacent structures. Adjacent structures may be in block form.

☐ New Storefront Façade

- ☐ 3D color rendering showing reveals and adjacent structures. Adjacent structures may be in block form.
- ☐ Details and/or “tear” sheets (provide for each item that applies)
 - o Knee-wall panels
 - o Storefront frame, including transom
 - o Muttons (dimensions, profile and cross section)
 - o Doors
 - o Awnings and signage
- ☐ Note on the plan set that all glass shall be clear

☐ Phasing Plan

- ☐ Table that identifies work to be completed with each phase
- ☐ Elevations of the completed project at each phase
- ☐ Deck, Stairs and Stoop
 - ☐ Scaled and dimensioned site plan showing existing conditions and proposed new construction, including railings and steps
 - ☐ Proposed materials shall be identified.
 - ☐ Construction details
- ☐ Demolition
 - ☐ Written statement detailing what will be demolished and methods undertaken to protect the remaining portion of the building
 - ☐ Inclusion of proposed demolition on plan sets
- ☐ Signage
 - ☐ Scaled and dimensioned drawing with location shown on elevation
 - ☐ Details on how signage will be attached to the historic structure
 - ☐ Type of materials to be used
 - ☐ Illumination plan, if applicable
- ☐ Awnings
 - ☐ Scaled and dimensioned drawings – front and side elevations
 - ☐ Details on how awnings will be attached to the historic structure
- ☐ Re-Roofing (change in materials or roofline)
 - ☐ Picture of existing roof material with dimensions of tiles/shingles
 - ☐ Type of proposed material with dimensions (sample or cut sheet)
 - ☐ Plan showing flashing locations and flashing detail
- ☐ HVAC, Antennas, Satellite Dishes, Solar Panels, Caps and other Mechanical Equipment on Rooftop, Wall-mounted, or Ground-mounted
 - ☐ Rooftop: 3D elevation showing visual impact of rooftop equipment from opposite side of street, both at street level and second floor.
 - ☐ Rooftop: roof plan, dimensioned, showing location of equipment
 - ☐ Ground-mounted: Site plan, dimensioned, showing location of exterior ground-mounted equipment
 - ☐ Wall-mounted: show equipment, including conduit, meters, etc. on elevation.
 - ☐ All equipment: manufacturers' "tear" sheets
 - ☐ Note on plan set that all equipment will be located and screened to minimize its visibility from the street

☐ Painting of Previously Unpainted Surface

- ☐ Written statement on reason for the proposed change

☐ Windows or Storefront

- ☐ For replacement of original or historically significant windows:
The applicant must demonstrate the need to replace windows. In some cases, photographs and a written statement may suffice to demonstrate the need for replacement. In other cases, a window assessment completed by an individual with knowledge and experience with historic window repair may be necessary.
- ☐ Manufacturers/catalog "tear" sheets or construction detail. Details must include materials, dimensions, muttons, profile and cross section design.
- ☐ Note on plan set that all glass shall be clear.

☒ Windows or Storefront

- ☒ For replacement of original or historically significant windows:
The applicant must demonstrate the need to replace windows. In some cases, photographs and a written statement may suffice to demonstrate the need for replacement. In other cases, a window assessment completed by an individual with knowledge and experience with historic window repair may be necessary.
- ☒ Manufacturers/catalog "tear" sheets or construction detail. Details must include materials, dimensions, muttons, profile and cross section design.
- ☒ Note on plan set that all glass shall be clear.

☐ Brickwork/Stucco

- ☐ Detail of brick that depicts brick color, size, shape, layout pattern, grout color, thickness and profile.
- ☐ Note on the plan set that a mock-up shall be approved in the field prior to brick installation.

☐ Doors

- ☐ Manufacturers/catalog "tear" sheets or construction detail.

☐ Hardware (door knobs, wall-mounted mailboxes)

- ☐ Manufacturers/catalog "tear" sheets or construction detail.