



## Historic Preservation Demolition Review FAQs

### ► KEY INFORMATION

- Historic Preservation review is required for non-designated buildings over 50 years old per [Section 9-11-23, Review of Permits for Demolition, On-Site Relocation and Off-Site Relocation of Buildings Not Designated, B.R.C. 1981](#)
- Incomplete applications will not be accepted. Please fill out *every* section of the application and sign it.
- Review will not begin until fee is paid and a complete application accepted. Fee will be invoiced via the email addresses (owner/applicant) listed on application. Log into Customer Self Service Portal to pay the invoiced fee and upload additional information requested to complete the application.
- Historic Preservation approval is valid for 180 days and cannot be extended. If the demolition (full) or building permit (partial) permit is not applied for within 180 days, a new application is required.

### ► QUESTIONS?

- Contact Historic Preservation staff at 303-441-1994; [historic@bouldercolorado.gov](mailto:historic@bouldercolorado.gov)
- Si necesita ayuda para traducir esta información al español, llame al 303-441-1905.

### ► REVIEW PROCESS

There are three levels of review; the level of the initial review is based on the building's date of construction.

Administrative Review		
Post-1940 Primary Building Demo/Off-Site Relocation	\$51 fee	Initial Review within 14 days
Accessory Building Demolition		
On-Site Relocation		
Committee Review		
Pre-1940 Primary Building Demo/Off-Site Relocation	\$282 fee	Initial Review within 14 days
Landmarks Board Review		
Application Referred to Landmarks Board for Review in a Public Hearing	\$1504 fee	The Landmarks Board typically meets the first Wednesday of the month. The deadline for the meeting is 28 days prior.

▶ **WHAT IS THE PURPOSE OF THIS REVIEW?**

- To prevent the loss of buildings that may have historical or architectural significance.
- To provide the time necessary to initiate designation as an individual landmark or to consider alternatives for potentially significant buildings.

▶ **WHAT IS CONSIDERED DURING THE REVIEW?**

- The building's potential eligibility for individual landmark designation is considered, including:
  - Potential architectural significance: recognized period/style; architect or builder of prominence; artistic merit; example of the uncommon; indigenous qualities;
  - Potential historic significance: date of construction; association with historical persons or events; distinction in the development of the community of Boulder; recognition by authorities;
  - Potential environmental significance: site characteristics; compatibility with site; geographic importance; environmental appropriateness; area integrity.
- The scope of work is reviewed to see if it could have a significant impact or potentially detrimental effect on the potential historic resource (partial demolition only).

▶ **WHAT IS THE PROCESS IF THE APPLICATION IS APPROVED?**

- Staff will update the case and generate an approval letter, available through the [Customer Self Service Portal](#)
- For partial demolitions, submit the approval letter with your building permit application. If the scope of demolition changes, a new application is required.
- For full demolitions, submit the approval letter with your Demolition Permit Application.

▶ **WHAT IS THE PROCESS IF THE APPLICATION IS REFERRED TO THE LANDMARKS BOARD FOR REVIEW?**

- Staff will add the Landmarks Board hearing fee to the case.
- Pay the fee by the deadline by logging in through the [Customer Self Service Portal](#)
- Submit additional information based on the code criteria
  - Eligibility of the building(s) for individual landmark designation
  - Estimated cost of restoration or repair
  - Condition of the building(s)
  - Relationship of the building(s) to the character of the neighborhood
  - *In considering the condition of the building and the projected cost of restoration or repair, the board may not consider deterioration caused by unreasonable neglect.*
- Sign a waiver agreeing to a virtual public hearing
- Post a sign on the property 10 days in advance of the meeting
- Read the Landmarks Board Memo and Staff Recommendation; posted 7-10 days in advance of the meeting on the Landmarks Board website
- Attend the Landmarks Board Hearing.
  - Staff presentation (10 mins)
  - The applicant/owner(s) presentation (10 mins)
  - Public comment (3 mins each)
  - Board Deliberation. The Landmarks Board has three options:
    - Approve the demolition
    - Place a stay of demolition on the application (up to 180 days) to provide time to consider alternatives
    - Initiate landmark designation