



**How to Complete
Nomination Forms
for**

**THE LA PLATA COUNTY REGISTER
OF
HISTORIC PLACES**

**La Plata County Historic Preservation Review Commission
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Durango, CO 81301
970.382.6263
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Adopted Nov. 16, 2005
Amended _____

Landmark Designation Process for Property Owners

The La Plata County Board of County Commissioners (BOCC) by resolution may designate as a landmark having special historic or architectural value either (a) single structure, feature, or site or (b) group of structures, features or sites. Property included in any such designation becomes subject to Resolution 2004-33, and is eligible for any incentive programs as may be developed by the La Plata County Historical Preservation Review Commission (LPCHPRC or HPRC). Designation is accomplished through the following steps:

In accordance with the National Register of Historic Places, structures or sites must be at least 50 years old or older, with no significant alterations. This will be determined during review on a case-by-case basis.

1. **APPLICATION** - The owner(s) of a property may nominate the property for Designation by completing and submitting an application to the HPRC. *Owner consent is required* for the submittal and review of an application and for a Board of County Commissioner (BOCC) action. An owner consent form is included in the application.
2. **COMMISSION REVIEW** - HPRC shall hold a public meeting on the proposal after the filing of the application. LPCHPRC shall review the application for conformance with Historical designation intent as described in Resolution 2003-33. After the conclusion of the public hearing, the LPCHPRC shall approve, modify and approve, or disapprove the proposal. HPRC shall forward its recommendation and written report to the BOCC for consideration and final action.
3. **ACTION BY BOARD OF COUNTY COMMISSIONERS** - After the Historic Preservation Review Commission has taken action; the BOCC shall hold a public hearing on the proposed designation. The County shall post, in a manner visible to the public, a notice of the time, date, place, and brief summary of the subject of the hearing. The BOCC shall consider whether the landmark proposal for designation meets with the intent of Resolution 2004-33.

The BOCC shall approve or disapprove the proposed designation. The applicant shall be present at the public hearing for the BOCC to consider and/or designate a historic preservation landmark. After a landmark is designated by the BOCC as provided above, the HPRC shall notify the owner(s) of the property and cause a copy of the designating Resolution to be recorded.

The result of a Board of County Commissioner approval will be a listing of the structure and/or site on the County Register of Historic Places and the owner/applicant will be issue a certificate signed by the La Plata County Board of County Commissioners.

4. **REVOCAION or AMENDMENT OF THE DESIGNATION** - If an approved landmark was lawfully removed or demolished under the required alteration certificate process or through natural disaster, the owner may apply to LPCHPRC for a revocation or amendment of the designation.



HOW TO COMPLETE THE NOMINATION FORMS FOR THE LA PLATA COUNTY REGISTER OF HISTORIC PROPERTIES

Please **type** the form and complete each blank. Photocopy additional blank continuation sheets as needed.

SECTION 1

NAME OF PROPERTY

The historic name is generally the name associated with the significance of the property. For a building, this is usually the name of the original owner or builder, the original business, the original use, or the most significant use of the property. Residences without a formal name are often referred to by the original owner or the most prominent owner (e.g., Molly Brown House).

More than one name may reflect the property's history, ownership, or use. Therefore, it may be appropriate to list several names, including the current property name. For archaeological properties, it is important to list all the known names.

SECTION 2

LOCATION

Give the current street address of the property. In the case of archaeological or rural properties, give the names of the closest roads or highways, and the nearest city or town. Use "vicinity of" before the town name.

SECTION 3

PRESENT OWNER OF PROPERTY

Give the name, address and phone number of the present owner(s) and any additional persons with a legal interest in the property. Attach a continuation sheet in the case of multiple ownership of the nominated property.

SECTION 4

OWNER CONSENT

In order to be nominated to or listed in the La Plata County Register, **all the property owners and others with a legal interest must consent to the listing by signing an owner consent form**. Please photocopy and complete additional consent forms if necessary.

Proof of ownership is required for all properties nominated to the La Plata County Register. This proof may be obtained from county land recordation records (county clerk's office) or tax assessor's records. The exact document available will vary, but it must be from an official record with the source clearly shown. The copy must be dated by the government agency which issues it.

SECTION 5

PREPARER OF NOMINATION

Give the name, address and phone number of the person preparing the nomination. Enter the date the form was completed. Also include the name of the organization to which the preparer is affiliated, if applicable.

SECTION 6

CLASSIFICATION OF PROPERTY

Indicate whether the property is of public use, private ownership, or other.

Check the box next to the property type being nominated. Use the type definitions below:

- Structure** – A building, such as a house, barn, church, hotel or similar construction is created to shelter any form of human activity. Buildings may also refer to a related unit (such as a house and garage). Other examples of buildings are a courthouse, city hall, warehouse, factory, library, train depot, residence, theater, school, or store. Additional structures (made for purposes other than creating shelter) include: bridges, fire towers, canals, turbines, dams, power plants, tunnels, silos, corn cribs, highways, windmills, grain elevators, kilns, railroad cars, automobiles, and aircraft.

- Site** – A site is the location of a significant event, a prehistoric or historic occupation or activity, landscape/vegetation features, or a building or structure, whether standing or ruined, where the location itself possesses historic, cultural or archaeological value. Examples of sites are habitation sites, funerary sites, rock shelters, hunting and fishing sites, designed landscapes, and natural features that have cultural significance such as springs and rock formations.

- District** – A district has a concentration or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. Examples of districts are college campuses, central business districts, residential neighborhoods, commercial sectors, civic centers, canal systems, large estates, farms or ranches, transportation networks, and large landscaped parks.

SECTION 7

LOCATION STATUS

Indicate if a building or structure has been moved. If moved, provide the date of the move.

SECTION 8

FUNCTION OR USE

Historic Function: In this section, list all of the historic functions of the property according to the categories listed in Appendix A of this document. Select as many categories as necessary to accurately describe the property's principal functions.

Current Function: Using the same chart in Appendix A, completely list all categories of current use. Include both contributing and noncontributing resources in the listing (applies specifically to sites and districts).

Continuation Sheet: Use a separate sheet if more room is necessary to list functions.

SECTION 9

DESCRIPTION AND ALTERATIONS

Use one or more continuation sheets to describe the present and original (if known) physical appearance of the nominated property, and to describe and date known alterations. Discuss the exterior and interior features of the building or structure, as well as the landscaping and the setting. For historic and archaeological sites, describe the features of the site and the setting.

SECTION 10

PROPERTY SIGNIFICANCE

A property considered for nomination must meet one or more of the following criteria. Please check the appropriate criterion on the form.

Nomination Criteria

- A** The property is associated with events that have made a significant contribution to history; or
- B** the property is connected with persons significant in history; or
- C** The property has distinctive characteristics of a type, period, method of construction or artisan; or
- D** The geographic importance of the property; or
- E** The property contains the possibility of important discoveries related to prehistory or history.

Criterion A – To be considered for nomination under Criterion A, a property must have a historical association with a single event, such as the founding of a town, or with a pattern of events that were important in the history of the locality, state, or nation. Evaluate the history of the property to determine its association with any of these events. It must be documented through historical research that the property existed at the time of the event(s) and was associated with those events in some significant way.

Criterion B – This criterion applies to properties associated with an individual whose contribution to history was significant and can be documented. The property also needs to be associated with the person’s productive life when the person achieved importance. The property should have a documented association with the person, such as an office, home or studio, but should not be a property merely owned by the prominent person or one which does not represent the productive period in that person’s life.

Criterion C – Properties nominated under Criterion C are generally significant for their architecture and must be physically intact with a minimum of alterations. Buildings may qualify under this criterion if they have artistic merit in design or individual elements. In addition to architecture, other areas of significance under this criterion are engineering, community planning and development, art, and landscape architecture.

If the building represents the work of an artisan, it would qualify under Criterion C and not B. An artisan can be a prominent architect or a craftsman (either known or anonymous) whose work is distinguishable from others.

A building nominated for a particular architectural style must possess the distinctive characteristics that make up that particular style. A building may also qualify if it can be demonstrated that the building exemplifies important local building practices, techniques or materials. A property that illustrates an early or developing technology in structural systems may be eligible as an example of a particular method of construction. Archaeological architectural features must be intact enough to retain information concerning construction methods and materials.

Criterion D – The geographic importance of a property refers to its location. A building or structure commonly recognized as a visual landmark due to its prominent location may qualify under Criterion D. A lighthouse has geographic importance, as does a fire lookout tower. A park in the center of town and a cemetery on top of a hill may also have geographic importance. For a property to be nominated under Criterion D it must also possess physical integrity with minimum alterations.

Criterion E – When properties contain information that may answer important research questions, those properties may be eligible for nomination under Criterion E. If a site has already yielded information, it may still be eligible for nomination if the importance of that information can be documented. The most common site nominated under Criterion E is the prehistoric archaeological site. However, buildings, structures, and objects may also be eligible for their information potential. In nominating a property under this criterion, it must be demonstrated through testing that recovering information from the site will yield answers to important research questions.

Significance Statement – Using continuation sheets, make the case for the property’s significance. Additional information may be attached to the form but this information cannot serve as a substitute for providing the justification of the property’s significance on the nomination form. The narrative should be concise, factual and well organized.

Be **selective** in the facts you present. Consider whether the facts really support the significance of the property. Focus only on those facts that help explain the property’s role in history and that illustrate its significance. Be **specific** about dates and proper names of people and places.

Begin with a summary paragraph that simply and clearly states the criteria and areas of significance met by the property and why these criteria apply. Subsequent paragraphs should include the following:

- Brief **historical overview** of the area, community, or town
- Brief **chronology of the historic development** of the property
- Relation of the **property’s history to the overall history of the area** – relate the property to important themes (such as education, agriculture, or mining), in the area’s history
- **Support of each area of significance** demonstrated through a discussion of the facts and circumstances in the property’s history that leads to its importance.

SECTION 11

GEOGRAPHIC DATA**Location Information**

Please provide the county parcel number(s), township, range and section information; also include the name of the United States Geological Survey (USGS) quadrangle map on which the property is located.

Give the lot and block number and the addition name for urban properties. This information may be obtained through the local tax assessor's office.

Providing a Universal Transverse Mercator (UTM) reference is optional for non-archaeological properties of less than 10 acres. In the case of archaeological properties of less than 10 acres, a single UTM denoting the center of the nominated area is required. For properties of 10 or more acres, contact the La Plata County Register Staff for assistance.

Verbal Boundary Description of Nominated Property

Describe the proposed boundaries of the nominated property on one or more continuation sheets. The description must be **accurate** and **precise**. Use one or more of the following:

- A legal parcel number
- A block and lot number
- Legal address (if one has been assigned)
- A sequence of metes and bounds
- Dimensions of a parcel of land fixed upon a given point such as the intersection of two streets, a natural feature, or a manmade structure
- A map drawn to a scale of at least 1 inch = 200 feet may be substituted for a narrative verbal boundary description. Reference to the map should be made in this section

SECTION 12

PHOTOGRAPHIC LOG

Prepare a photographic log similar to the one shown below containing the indicated information:

PHOTOGRAPHIC LOG	
The following information pertains to photographs numbers 1 - ____ except as noted:	
Name of Property:	
Location:	
Photographer:	
Date of Photographs:	
Location of Negatives:	
<u>Photo No.</u>	<u>Description of View and Direction of Camera</u>

CONTINUATION SHEETS

Continuation Sheets: Please photocopy as needed. Please identify with section number and descriptor.

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for users to provide continuation sheets as needed, with instructions to identify each sheet with a section number and descriptor.

OPTIONAL INFORMATION

You may submit any other information that might be helpful in considering the eligibility of this property. However, this material is not a substitute for providing information on the form as requested. Optional materials may include:

- Newspaper clippings
- Brochures
- Photo copies of historic photographs
- Verbal testimony

All materials submitted will be added to the nomination property files and may not be returned.

4 copies of the completed nomination forms and supporting materials should be submitted to:

**La Plata County Historic Preservation Review Commission
c/o La Plata County Planning Department
Attn: Wendy Klemm
1060 E. 2nd Ave.
Durango, CO 81301**

If you have questions, require assistance or need additional forms, please call the La Plata County Planning Department at 970.382.6263 or E-mail at planning@co.laplata.co.us.

APPENDIX A

Data Categories for Functions and Uses

Category	Subcategory	Examples
DOMESTIC	Single dwelling	Row house, mansion, residence, rock shelter, homestead, cave
	Multiple dwelling	Duplex, apartment building, pueblo, rock shelter, cave
	Secondary Structure	Dairy, smoke house, storage pit, storage shed, kitchen, garage, Other dependencies
	Hotel	Inn, hotel, motel, way station
	Institutional Housing	Military quarters, staff housing, poor house, orphanage
	Camp	Hunting campsite, fishing campsite, summer camp, forestry camp, Seasonal residence, temporary habitation site, tipi rings
	Village Site	Pueblo group
COMMERCE & TRADE	Business	Office building
	Professional	Architect's studio, engineering office, and law office
	Organizational	Trade union, labor union, professional association
	Financial Institution	Savings and loan association, bank, stock exchange
	Specialty Store	Auto showroom, bakery, clothing store, blacksmith shop
	Department Store	General store, department store, marketplace
	Restaurant	Café, bar, road house, tavern
	Warehouse	Warehouse, commercial storage
Trade (archaeology)	Cache, site with evidence of trade, storage pit	
SOCIAL	Meeting Hall	Grange, union hall, pioneer hall, hall of other political Organization
	Clubhouse	Facility of literacy, social, or garden club
	Civic	Facility of volunteer or public service organizations such as the American Red Cross

APPENDIX A (continued)

Category	Subcategory	Examples
GOVERNMENT	Capitol	State house, assembly building
	City Hall	City hall, town hall
	Correctional Facility	Police station, jail, prison
	Fire Station	Fire house
	Governmental Office	Municipal building
	Diplomatic Building	Embassy, consulate
	Custom House	Custom house
	Post Office	Post office
	Public Works	Electric generating plant, sewer system
	Courthouse	County courthouse, Federal courthouse
EDUCATION	School	School house, academy, secondary school, grammar school, trade Or technical school
	College	University, college
	Library	Library
	Research Facility	Laboratory, observatory, and planetarium
	Education-Related	College dormitory, housing at boarding schools
RELIGION	Religious Facility	Church, temple, synagogue, cathedral, mission, temple, mound, Sweathouse, kiva, shrine
	Ceremonial Site	Astronomical observation post, petroglyph site
	Church School	Religious academy or school
	Church-Related Residence	Parsonage, convent, rectory
FUNERARY	Cemetery	Burying ground, burial site, cemetery, ossuary
	Graves/Burials	Burial cache, burial mound, grave
	Mortuary	Mortuary site, funeral home, crematorium

APPENDIX A (continued)

Category	Subcategory	Examples
RECREATION & CULTURE	Theater	Cinema, movie theater, playhouse
	Auditorium	Hall, auditorium
	Museum	Museum, art gallery, exhibition hall
	Music Facility	Concert hall, opera house, band stand, dance hall
	Sports Facility	Gymnasium, swimming pool, tennis court, playing field, stadium
	Outdoor Recreation	Park, campground, picnic area, hiking trail
	Fair	Amusement park, county fairground
	Monument/Marker	Commemorative monument, commemorative marker
	Work of Art	Sculpture, carving, statue, mural, rock art

AGRICULTURE/ SUBSTITENCE	Processing	Meat packing, cannery, smoke house, brewery, winery, gathering site
	Storage	Granary, silo, wine cellar, storage site, warehouse
	Agricultural Field	Pasture, vineyard, orchard, wheat field, crop marks, terrace
	Animal Facility	Hunting & kill site, stockyard barn, chicken coop, aviary
	Fishing Facility or Site	Fish hatchery, fishing grounds
	Horticultural Facility	Greenhouse, plant observatory, garden
	Agricultural Outbuilding	Wellhouse, wagon shed, tool shed, barn
	Irrigation Facility	Irrigation system, canals, stone alignments, headgates, check dams

INDUSTRY/ PROCESSING/ EXTRACTION	Manufacturing Facility	Mill, factory, refinery, processing plant, pottery kiln
	Extractive Facility	Coal mine, oil derrick, gold dredge, quarry, salt mine
	Waterworks	Reservoir, water tower, canal, dam, ditch
	Energy Facility	Windmill, power plant, hydroelectric dam
	Communications Facility	Telegraph cable station, printing plant, television station, telephone Company facility, satellite-tracking system
	Processing Site	Shell processing site, toolmaking site, copper mining and processing site
	Industrial Storage	Warehouse

APPENDIX A (continued)

Category	Subcategory	Examples
HEALTH CARE	Hospital	Veteran's medical center, mental hospital, private or public hospital, medical research facility
	Clinic	Dispensary, doctor's office
	Sanitarium	Nursing home, rest home, sanitarium
	Medical Business/Office	Pharmacy, medical supply store, doctor or dentist office
	Resort	Baths, spas, resort facility

DEFENSE	Arms Storage	Magazine, armory
	Fortification	Fortified military or naval post, earth fortified village, palisaded Village, fortified knoll or mountain top, bunker
	Military Facility	Military post, supply depot, garrison fort, barrack
	Battle Site	Battlefield
	Air Facility	Aircraft, air base, missile launching site

LANDSCAPE	Parking Lot	
	Park	City park, State park, national park
	Plaza	Square, green, plaza, public common
	Garden	
	Forest	
	Unoccupied Land	Meadow, swamp, desert
	Underwater	Underwater site
	Natural Feature	Mountain, valley, tree, river, pond, lake
	Street Furniture/Object	Street light, fence, wall, shelter, gazebo, park bench
	Conservation Area	Wildlife refuge, ecological habitat

TRANSPORTATION	Rail-Related	Railroad, train depot, locomotive, street car line, railroad bridge
	Air-Related	Aircraft, airplane hangar, airport, launching site
	Water-Related	Canal, boat, ship, wharf
	Vehicular	Parkway, highway, bridge, toll gate, parking garage
	Pedestrian-Related	Boardwalk, walkway, trail

APPENDIX A (continued)

VACANT/UNUSED

Use this category when the property is unused

OTHER

If use is not categorized above, use this category