



Alteration Certificate Exemption Application

(6/05)

DATE: _____

Property Address: _____

Legal Description (Lot Number, Block Number, and Subdivision): _____

Property Name (Historic and/or Common): _____

Historic District: _____

APPLICANT INFORMATION

Name: _____

Address: _____

Phone: _____ Email _____

Relationship to Owner: _____

OWNER INFORMATION

Name: _____

Address: _____

Phone: _____

EXPLANATION FOR EXEMPTION REQUEST

(please attach a separate sheet)

PHOTOS

Please include current photos of EACH ELEVATION of EACH BUILDING and STRUCTURE on the property.

FOR OFFICE USE ONLY

Date Filed with City Manager's Office _____

Application Number _____

HPC Public Hearing Date _____ ☐ Approved ☐ Denied

Date Alteration Certificate Exemption Released _____

Historic Preservation Commission

City Manager's Office 749 Main Street Louisville CO 80027
303.335.4536 (phone) 303.335.4550 (fax) www.ci.louisville.co.us

Alteration Certificate Exemption Process

- 1) Application for building permit submitted by property owner.
- 2) Building Division notes request is for a landmarked property or for a site in a historic district and refers applicant to Historic Preservation Commission staff member.
- 3) Applicant completes an application for an Alteration Certificate Exemption with explanation of how the exemption criteria apply to the project.
- 4) Application Processed by Staff for Historic Preservation Commission including reviewing application and preparing a staff memo to the Historic Preservation Commission
- 6) Historic Preservation Commission holds public hearing no more than 60 days after application submitted. Commission approves or denies request.
- 7) Applicant may appeal decision to the City Council.
- 8) Staff releases Alteration Certificate Exemption to applicant.