



COA Application – Director of Community Development Level

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 Appropriateness” from the Historical Preservation Board or, in certain circumstances, from the Director of Community Development

LEVEL OF APPLICATION **Director of Community Development**

PROPERTY INFORMATION

Name of property: _____

Address: _____

Description of proposed alterations:

APPLICANT INFORMATION

Name of applicant: _____

Address: _____

Phone number: _____

Fax number: _____

E-mail address: _____

Applicant’s signature: _____ Date: _____

Property owner’s signature: _____ Date: _____

RECEIVED BY THE COMMUNITY DEVELOPMENT DEPARTMENT

(To be completed by Community Development Department staff)

Date: _____

Received by: _____

See reverse side for additional information required for a complete application



APPLICATION PROCESS AND SUBMITTALS

A pre-application conference with city staff is strongly encouraged.

Applications should contain information to assure full presentation of pertinent facts for proper consideration of the application, including:

- Cover letter describing the proposed project and signed by property owner.
- Plans and specifications showing the proposed exterior appearance, architectural design and detail, dimensions, materials, and colors. Samples of materials may also be required.
- Drawings and/or photographs showing the property in the context of its surroundings are also required.

If you have further questions, please contact Dennis Swain, Historic Preservation Planner, dswain@littletongov.org or 303-795-3755.