



# **CERTIFICATE OF COMPLIANCE WITH THE DESIGN GUIDELINES**

**Community Development Department  
8101 Ralston Road  
Arvada, Colorado 80002**



## ***ARVADA DOWNTOWN HISTORIC DISTRICT AND THE OLDE TOWN CONSERVATION AREA***

### ***Certificate of Compliance with the Design Guidelines***

Within the Arvada Downtown Historic District and the Olde Town Conservation Area, ***land-use activity shall be prohibited*** unless the Community Development Director has first issued a Certificate of Compliance with Design Guidelines (CCDG), or otherwise determined pursuant to the provisions of this Code that a Waiver may be issued.

A CCDG shall not be required for ordinary maintenance or repair, as defined in the Land Development Code. This exception, however, specifically excludes the following, which shall remain subject to the Design Guidelines for Olde Town Arvada and the issuance of a CCDG or Waiver:

- a) installation or replacement of an exterior door;
- b) tuckpointing, restoration, or similar repair of brick surfaces;
- c) installation or replacement of a gutter, downspout, or storm window;
- d) installation or replacement of an exterior lighting fixture;
- d) changes to, or replacement of, existing siding material;
- g) construction or reconstruction of a retaining wall or a divisional or perimeter fence.

An application for a Certificate of Compliance with Design Guidelines (CCDG) or Waiver therefrom, shall be made in writing as part of an application for a site plan, plat, building permit, or similar development application, as applicable. Where no other development application, including a building permit, is required, a separate application for a CCDG shall be submitted to the Community Development Director. Such application shall include a narrative explanation of how the proposed land-use activity complies with the Design Guidelines for Olde Town Arvada and the provisions of §3.30 et seq. of the Land Development Code (or merits a Waiver therefrom), along with any renderings, photographs, plans, specifications, or similar information as the Community Development Director may deem necessary in order to assess the proposed land-use activity's compliance with the Design Guidelines.

The application consists of 4 elements: the application form and fee, a written narrative, graphic illustrations, and a compliance analysis. Submit two copies of all elements. If the project must be referred to additional staff members or the Design Review Committee, staff will notify you of the need for additional copies.

### ***Application Form and Fee***

Complete the development application form with appropriate ownership, applicant and contact information, project name, location, zoning and land use and submit it with the application fee and accompanying documents. For determination on appropriate application fee (i.e. expedited review or DRC referral, please contact staff). The development application form may be obtained at City Hall or can be found on the City's web site at:

<http://arvada.org/docs/1185314341Development%20Application%20Form.pdf>

### ***Written Narrative***

Your application must include a detailed written narrative which fully explains the activity proposed. For example:

- If any material will be removed, note the material, color and location.
- If any material will be added, explain how it will be used, the color and appearance.
- If any color will be changed, note what the existing color is, what the new color is, and note all locations on the structure where this is applicable.
- Explain how the change will vary the appearance of the existing structure. If there will be no appearance change it should be noted in the narrative.
- If a freestanding sign, structure, hard or landscape surface will be added or altered on the site, it must be represented on an accurate site plan.

### ***Graphic Illustration***

Accompanying the written narrative detailing the proposed activity, submit photographs, illustrations, graphic representations, material and or color samples that will clearly illustrate the proposal. The graphics should illustrate the location of all proposed changes and the before and after appearance of the structure and or site.

### ***Compliance Analysis***

Explain how the proposal is in compliance with the design guidelines. All design guidelines may be obtained at City Hall and are available on the City's web site at: <http://arvada.org/docs/112717892214779DesignGuidelinesforOldeTownArvada.pdf>

Please list all applicable guidelines and address each one specifically as it pertains to the proposal. If the proposal is not in compliance with the design guidelines you must include justification for a waiver of each guideline for which a waiver is necessary. For assistance in determining applicable guidelines contact planning staff at 720-898-7435.