



2026 HISTORIC LANDMARK DESIGNATION NOMINATION FORM (Revised 1/1/2026)

Project # _____ Fee: \$68.00 (plus publication & recording fees)

Owner's Name _____ Mailing Address _____ Phone Number(s) _____ E-Mail Address _____

Applicant's Name (if different from owner) _____ Mailing Address _____ Phone Number(s) _____

Name of Building or Site _____

Name of Builder and/or Architect (if known) _____

Site Address _____

Legal Description Lot _____ Block _____ Subdivision _____

Date of Construction _____ Type of Construction _____

Qualification for a Local Historic Landmark Designation is based upon Section 2.44.030 of the Municipal Code and the attached criteria.

1. Describe how the property is historical significant through its: architectural design; association with an historic event, period or person; physical impact and location within the City; and potential to provide important information concerning the history of Woodland Park.

2. Is the structure in its original condition or accurately restored materials that maintains its original historic character? Yes No If No, describe. _____

3. What alterations or additions if any have been added to the exterior of the structure? _____

Please attach 6 copies of color photos from the street view.

I certify that the information and exhibits herein submitted are true and correct to the best of my knowledge.

Property Owner Signature _____ Date _____

Applicant Signature _____ Date _____

(The Applicant's Signature is needed only if different from the property owner.)

This Section To Be Completed By City Planning Department Staff

1. Submission _____, 20__, taken by _____
(Within 60 days of receiving written consent the Committee will hold a Public Hearing.)
2. Fee Received _____, 20__, taken by _____
3. Historic Preservation Committee Public Hearing date _____, 20__.
4. Public Hearing Notice shall be published 15 days prior to Historical Preservation Comm. Hearing.
Send to newspaper _____, 20 ____
Publication date _____, 20 ____
5. Historical Preservation Committee action of approval or denial is referred to City Council via the City Council's Packet one week prior to First Reading of the Ordinance on _____, 20__. *(Within 30 days of the referral, the City Council will hold a Public Hearing.)*
6. Public Hearing Notice shall be published 15 days prior to City Council hearing.
Send to newspaper _____, 20 ____
Publication date _____, 20 ____
7. City Council First Reading of the Ordinance on _____, 20__.
8. City Council Public Hearing set for _____, 20__.
9. Letter of public hearing to applicant or property owner is sent _____, 20__.
(Within 15 days of the hearing, the property owner shall be noticed in writing.)
10. Letter of Approval/Denial to applicant sent _____, 20__.

In accordance with Resolution 602, Series 2003, the Criteria for a Local Landmark Designation of an individually owned residential or commercial building, structure, object or landscape including the following area of analysis:

1. The structure should be at least fifty years old.
2. The property is historically significant through one or more of its:
 - a. architectural design,
 - b. association with an historical event, period or person,
 - c. physical impact and location within the City of Woodland Park,
 - d. potential to provide important information concerning the history of Woodland Park
3. The structure should have sufficient original or accurately restored materials that maintain its original historic character.