

## About Design Guidelines

Design guidelines form the backbone of the design-review system. The guidelines consist of specific statements that outline treatments that are either appropriate or inappropriate for construction, renovation, restoration, and rehabilitation activities.

- The guidelines reflect Town policy. They have legal status and are enforceable.

### *The guidelines also reflect four basic design standards –*

- Keep it simple
- Keep it in scale
- Respect all historic resources
- Make any new design compatible with the existing local setting

- The guidelines provide the Town, through its DRC, a basis for making informed and consistent decisions about proposed new construction and alterations to buildings and sites.

- Georgetown is divided into "Character Areas." Design guidelines are different for each Character Area.

- The guidelines are a means to help construction activity more closely relate to the mass, scale, form, and character of the neighborhood.

## Why Design Review?

The historic significance of the Town of Georgetown is widely recognized. Georgetown is generally considered to be one of the best surviving examples of a Rocky Mountain mining-era boom town. Historic preservation is a well-established part of town planning and is important to the residents of Georgetown.

In 1966 the Secretary of the Interior acknowledged the national significance of Georgetown's role in the mining history of the West when he designated the town as part of the Georgetown-Silver Plume National Historic Landmark District. This designation places responsibility on the town – not only for its own sake but for the sake of the American public – to preserve its historic heritage.

Although the town's historic character is an important asset, it is fragile and must be carefully managed and nurtured. If the town's genuine historic character is lost, it cannot be replaced.

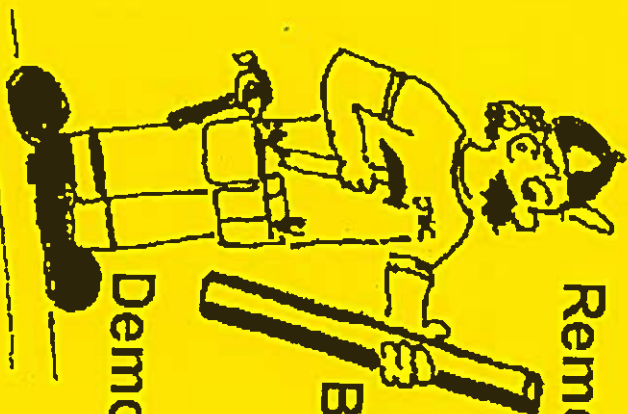
Georgetown residents have chosen to utilize a design-review process to maintain the design character of the community and to protect its historic resources. The intent is to allow the town to be dynamic and to change in response to changing goals and economic conditions, but at the same time to have as its primary goal the preservation of its heritage.

The activity which is the subject of this material has been financed in part with Federal funds from the National Historic Preservation Act, administered by the National Park Service, U.S. Department of the Interior and for the Colorado Historical Society. However, the contents and opinions do not necessarily reflect the views or policies of the U.S. Department of the Interior or the Society, nor does the mention of trade names or commercial products constitute an endorsement or recommendation by the Department of the Interior or the Society.

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# Before you

# Remodel



# Demolish

In

# Georgetown,

# Colorado

## INFORMATION

*for property owners, realtors,  
developers, and building  
contractors*

**Town of Georgetown  
Design Review Commission**

## Here's the story...

According to the Georgetown Municipal Code, before you can conduct certain types of projects you must first obtain a *Certificate of Appropriateness* (COA) from the *Design Review Commission* (DRC). This requirement applies to projects regardless of where they are located in Georgetown.

Section 17.04.050 of the Municipal Code requires a Certificate of Appropriateness for "the erection, moving, demolition, alteration or addition to, or the external restoration or external reconstruction of any building or structure, inclusive of driveways, parking areas, patios, sidewalks and walkways, and fences and walls, but excluding and excepting live vegetation (trees, shrubs and flora) utilized in landscaping, man-made landscaping structures less than fifteen (15) inches in height above grade, yard art, and signs for which no permit is required under the Town's sign regulations."

For these projects, you must submit an application for a COA. The DRC then undertakes a *design review* to ascertain the appropriateness or inappropriateness of the proposed project. The DRC bases its decision on written *design guidelines*. Once the DRC grants a COA, then you can obtain a *Building Permit*, if needed.

### Many ways to contact Town Hall!

Telephone: (303) 569-2555, Ext. 2

Fax: (303) 569-2705

Email: [gtownclerk@earthlink.net](mailto:gtownclerk@earthlink.net)

Write: P.O. Box 426

Georgetown, CO 80444

Visit: 404 Sixth Street

Web: [www.town.georgetown.co.us](http://www.town.georgetown.co.us)

## For your proposed project, do you need...

### A COA? A Building Permit?

#### Some examples . . .

#### » You *DO* need a COA before you –

- Build a house
- Add a sun room
- Construct a new driveway
- Build a tool shed
- Demolish an old privy
- Do major landscaping
- Rehabilitate or build a porch or deck
- Construct a new fence
- Re-roof with a different material
- Build a garage
- Alter windows or doors
- Rehabilitate a commercial building

#### » Generally, you *DO NOT* need a COA before you –

- Repair anything using exactly the same design and materials
- Paint your house
- Build a hot tub
- Install a satellite dish
- Add painted guttering
- Plant a garden
- Install a non-reflective air conditioner that is screened from view
- Take out or install an interior wall
- Re-roof with 30-year asphalt shingles

#### » Most projects *DO* require a Building Permit. Contact Town Hall for details.

In fact, contact Town Hall  
*before you begin any project!*

## Seven steps toward obtaining project approval . . .

Applicants should consider the following steps in order to enhance the likelihood of success. Contact Town Hall for information and procedures.

Step 1. Review other Georgetown regulations. Other regulations, such as the Land Use Code, Sign Code, and Building Code, may affect the design character of a project.

Step 2. Become familiar with the design guidelines that apply to your project. Guidelines are available on the Town website.

Step 3. Review the site context. Consider the entire block as well as the immediately adjacent properties. Understand the historic character of the area.

Step 4. Develop a design concept using the guidelines. The guidelines form the basis for the DRC's design-review decisions.

Step 5. Consider appearing for a preliminary review before the DRC. Such a review is optional but is highly recommended for major projects.

Step 6. Prepare and submit a complete application packet for formal design review in order to obtain a COA.

Step 7. After obtaining a COA, apply for a Building Permit, if required.

