



 DOUGLAS COUNTY
COLORADO

HISTORIC PRESERVATION

**Landmark Program
Register of Landmark Properties
Nomination Form Instructions**

THE DOUGLAS COUNTY LANDMARK DESIGNATION PROGRAM

Douglas County implemented the Landmark Program to foster the preservation of its unique prehistoric, historic, and cultural heritage, and in response to the Comprehensive Master Plan. The goal of the program is to recognize sites that are of historical, cultural, architectural, paleontological or archaeological significance and to encourage property owners to preserve the historic integrity of the structures and sites. Beyond their historic value, these sites contribute to the area's sense of identity and heritage. They provide an important educational resource for residents of the County and a sense of place.

Studies show that commercial activity and economic prosperity are enhanced through landmark designation programs. This program represents an essential tool for preserving Douglas County's past. Douglas County Landmark designation can also assist property owners in obtaining monetary grants for historic preservation through History Colorado, State Historical Fund. Landmarking a property can be a first step in qualifying a property for tax credits. The Douglas County Landmark Program is voluntary and places no restrictions on a landmarked property.

Please note: Examples of landmark nominations previously approved are available for review upon request. Please contact Douglas County Community Planning and Sustainable Development at (303) 660-7460.

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PROCESS FOR LANDMARKING

- Step 1 Nominate the Property**
Nominations for landmark designation are made by filling out the DOUGLAS COUNTY REGISTER OF LANDMARK PROPERTIES NOMINATION FORM. This form **MUST** be complete, including the notarized signature of the owner(s) of the property (properties) being nominated. The Douglas County Historic Preservation Board (DCHPB) can provide assistance to those preparing applications. Information on the landmarking process and the DCHPB may be obtained from the Douglas County Planning Services Division, 303 660-7460.
- Step 2 Submit Nomination Form**
Submit a completed nomination packet to the Planning Services Division of the Department of Community Planning and Sustainable Development, 100 Third St., Castle Rock, CO 80104.
- Step 3 County Review**
Upon receiving a completed nomination packet, the DCHPB Administrator will review the application for compliance with the Landmark Nomination requirements. Once the Administrator has determined that the application is complete, the Administrator will form a Landmark Review Committee comprised of the Administrator and DCHPB members, with readers and/or advisors as needed.
- Step 4 Landmark Committee Review**
The committee will review the nomination to determine eligibility and historic significance. The committee will make a decision to approve, disapprove or require modifications to the nomination. After the determination, the Administrator will notify the applicant of the committee's decision and recommendation(s). When all requirements have been met, the committee will forward the nomination to the DCHPB for consideration.
- Step 5 DCHPB Review**
The DCHPB will formally review the landmark nomination during a regularly scheduled board meeting, and make their recommendation of approval, conditional approval, or denial to the Board of County Commissioners (BCC).
- Step 6 BCC Review**
The landmark nomination will be scheduled for BCC consideration for landmark designation during a business meeting. The BCC will approve, conditionally approve, or deny the request, after hearing the landmark designation request.
- Step 7 Plaque Presentation**
Upon approval, the BCC will present a plaque to the owner(s) of the landmarked property (properties) during a regularly scheduled business meeting.

PROCESS FOR LANDMARKING EXISTING STATE OR NATIONAL LANDMARKED PROPERTIES LOCATED WITHIN DOUGLAS COUNTY

The applicant shall submit:

1. A completed Douglas County Landmark Nomination form
2. A copy of the approved state or national application, including any submitted photos or slides
3. A signed owner(s) Consent Form

After the above noted are submitted, the DCHPB Administrator will follow Steps 3-7, listed on the previous page, to process the application.

THE COST OF FILING A LANDMARK APPLICATION

Douglas County does not charge a fee for processing a landmark nomination application.

**DOUGLAS COUNTY HISTORIC LANDMARK APPLICATION
 NOMINATION MATERIALS TO BE SUBMITTED
 Check List**

Project Name

Please submit the following information *in the order outlined below*. *Reference Table of Contents and center page numbers on all pages.*

Items to Be Submitted	Sent	Received
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Table of Contents	<input type="checkbox"/>	<input type="checkbox"/>
Completed Nomination Form	<input type="checkbox"/>	<input type="checkbox"/>
Owner(s) Consent Form (signed and notarized)	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>
USGS Quad Map	<input type="checkbox"/>	<input type="checkbox"/>
Sketch Map	<input type="checkbox"/>	<input type="checkbox"/>
Photos and corresponding photo list or CDs (see #23, in Instructions for additional information)	<input type="checkbox"/>	<input type="checkbox"/>
Optional Color slides and corresponding slide list (see #24, in Instructions for additional information).....	<input type="checkbox"/>	<input type="checkbox"/>
Optional information and materials (see #25, in Instructions for additional information).....	<input type="checkbox"/>	<input type="checkbox"/>

Mail or deliver all materials to:
 Douglas County Landmark Program, Department of Community Planning & Sustainable Development
 100 Third Street, Castle Rock, CO 80104

LANDMARK NOMINATION INSTRUCTIONS

The Douglas County Landmark Nomination Form closely follows the State of Colorado and National Register nomination forms. **Eligibility for historic designation depends on two very important factors: significance and integrity.** As part of the landmark designation, a nominated property, structure, or resource must be at least fifty (50) years old and retain its historic integrity. Completing this landmark form facilitates applying for the State and/or National registration process, if eligible. Because these forms are similar, *National Register Bulletin 16A: How to Complete the National Register Registration Form* and *National Register Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form* might prove useful. This information may be accessed through the National Park Service at <http://www.nps.gov/nr/publications/index.htm> or at <http://www.douglas.co.us/historic>

Please **TYPE OR NEATLY PRINT**, completing each section. Unreadable forms will be returned without action. Fill in the information requested on the form. Use separate attachments for additional information, such as maps, surveys and/or legal descriptions.

Cite all sources of information for all areas of the nomination.

If you have questions, require assistance, or need additional forms, please contact the DCHPB Administrator for assistance at (303) 660-7460.

1. Name of Property

The historic name is that name associated with the significance of the property. If landmarking a district, the current name is how the district is known today. If there is no current name enter “n/a.”

Site

For a site this is generally the name of the original or most prominent owner or builder, or the original or most significant business or use of the property, (i.e., Benjamin Hammar House).

District

For a district this is usually the historic name of the town, ranch, or predominant archaeological site (i.e., Louviers Historic District), or the original or most significant business or use in the district. If more than one name reflects the property’s history, ownership, or use, please list all names. For archaeological properties, list all known names.

2. Address of Property

List the current street address of the property. For properties without a formal street address, give the names of the closest roads and use “vicinity of” before the town name. Planning Services can provide a formal street address.

List the current street addresses of all properties within the district. If there are more than twenty properties, list them in the appendix.

3. Geographical Data

a. Legal Description of Property

Provide the section, township and range. If the property was subdivided, list the lot and block number with the subdivision name. If the legal description is a metes and bounds description, provide this information as an appendix by attaching a *copy* of the current vesting deed showing the legal

description. Ownership, sales history and a legal description for the property(ies) can be obtained from the Douglas County web site at www.douglas.co.us. Click on the Assessor tab under County Departments or go to www.douglas.co.us/assessor. Enter either the owner's name, property address or schedule number to identify the property. Once the correct property is identified, select the Printable Version in the upper right hand corner to print a copy of the assessor information. If you think the location of the nominated property differs from the legal description shown on the assessor's record, contact the Douglas County Assessor's Office at 303-660-7450. It is always helpful to provide a survey if available. Include the survey after the vesting deed and attach it as an appendix. For additional information or assistance, please contact the DCHPB Administrator at 303-660-7460.

b. Boundary Description

Provide a verbal legal boundary description. If what is nominated differs from the legal description, explain why. Provide Universal Transverse Mercator (UTM) references for properties of more than 10 acres. Providing a UTM reference is optional for non-archaeological properties of less than 10 acres. A single UTM denoting the center of the nominated area is required.

For districts, describe the district boundary area and provide an explanation.

A map drawn to a scale of at least 1 inch=200 feet may be substituted for a narrative verbal boundary description. Reference to the map should be made in this section.

c. Boundary Justification (for districts)

If any property owner within a proposed district does not provide consent for the listing, this property should be excluded from the nomination. A brief description of the property and the property owner's desire to be excluded in the district should be noted in the Description of the Property, #15.

4. Present Owner(s) of Property

Provide the name, address, and phone number of the present owner(s) and any additional persons with a legal interest in the property(s).

5. Preparer(s) of Nomination

Provide the name, address, and phone number of the person(s) preparing the nomination and the date the form was completed. Preparers may use their business address. If more than one preparer is involved, list the primary contact first. Provide the name of the organization or persons with whom you are affiliated, if applicable.

6. Classification of Property

Identify ownership of properties as private or public. List the number of resources within the site or district, including contributing and noncontributing resources. Categorize these and provide the number of each (i.e., buildings, sites, structures, objects or areas).

Building – a construction created to shelter any form of human activity. Examples include house, barn, church, courthouse, city hall, warehouse, factory, library, train depot, theater, school, and store. A building may also refer to a related unit, such as a house and garage together.

Site – a location of a significant event, a prehistoric or historic occupation or activity, or a building or other construction (standing or ruined) where the location itself possesses historic, cultural, paleontological or archaeological value. Examples include ranch and/or farm, habitation area or camp, cemetery or funerary site, rock shelter, hunting and/or fishing site, designed landscape, and natural features with cultural significance such as a spring or rock

formation. Sites are by definition under single ownership; sites within separate parcels and under multiple ownerships are processed as a district.

Structures – structures are distinguished from buildings because they do not function for purposes of sheltering human beings. Examples include a bridge, dam, tunnel, corncrib, windmill, highway, automobile, and train car.

Objects – objects are primarily artistic in nature or relatively small in scale and simply constructed. Although it may be moveable, an object is usually associated with a specific setting like statuary in a designed landscape. Other examples are monuments, mileposts, boundary markers, or fountains.

District – this possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. Examples include central business districts, residential areas, commercial areas, large forts, rural villages, canal systems, collections of habitation and limited activity sites, irrigation systems, transportation networks, and large landscaped parks.

Areas – In many respects an area may be thought of as a large district. However, where a district most often contains a group of resources of similar functional types, an area may encompass a wide variety of resources united by broad interrelated themes and geographic proximity. An example would be a large mining district that includes mine sites and processing facilities, transportation systems, residential neighborhoods, and commercial sectors. Large cultural landscapes fall within the classification of an area.

Other – any other item of historic significance associated with a property that is not described above.

7. **Other Landmark Designation**

Indicate if the property, or properties in the case of a district nomination, has other landmark designations. Check the appropriate box for individual landmarking or district status. Indicate the agency that designated the landmark, and the designation number.

8. **Condition of Property**

List all resources within the site or district, and check the appropriate term for its current condition.

9. **Locational Status of Buildings, Structures or Objects**

Indicate whether each building, structure, or object is in its original location. If it's not in its original location, state from where it was moved.

10. **Use of Property**

Provide all known prehistoric, historic and current use(s) of the property, for example, residence, store, etc. List the uses according to Appendix A of this document.

11. **Original Owner**

Historical research is usually required to ascertain the name of the original owner(s) of a property. The name may be found in an abstract included with the deed and title documents, traced through chain of title at the Clerk and Recorder's Office, or located in tax assessor records, local newspaper articles, or other public records. (See attached list of Suggested Sources for Assistance). Submit an abstract or chain of title as an appendix, if available. Describe ownership of the site or each property within the district.

12. **Year(s) of Construction**

Site

Provide the year or approximate date of construction for the building(s). For archaeological properties, include estimated dates of construction or use and indicate the dating source(s). Cite the source of the information, including the name of the agency and document, or the name and date of the publication where the information was found.

District

Provide the range of dates for a district and year or approximate date of construction for each structure, contributing and non-contributing. For archaeological properties, include estimated dates of construction or use and indicate the dating source(s). Cite the source of the information, including the name of the agency and document, or the name and date of the publication where the information was found.

13. **Architect, Builder, Engineer, Artist, Designer**

This information may be available through the local building department, tax assessor office, water department, or in newspaper articles. Cite the source of the information, including the name of the agency and document, or the name and date of the publication where the information was found. For archaeological properties, list known cultural affiliations.

14. **Architectural Style or Engineering Type**

There are a number of books available that can help you identify building or engineering styles. For houses and other buildings, we recommend *Identifying American Architecture* by John Blumenson (American Association for State and Local History, Nashville, 1981), *A Field Guide to American Houses* by Virginia and Lee McAlester (Alfred A Knopf, New York, 1984), *A Guide to Colorado Architecture* by Sarah Pearce (The Colorado Historical Society, Denver, 1984), and *Castle Rock Style: A Guide to Preserving our Architectural Heritage* by Jeanette Bare (1996). These books and others are available for viewing in the Colorado Office of Archaeology and Historic Preservation (OAHP) in Denver. A list of further resources may also be available on the OAHP's website (<http://www.historycolorado.org/oahp>). The above noted resources are also available at the Douglas County History Research Center, Philip S. Miller Library.

15. **Description of the Property**

Describe the present physical appearance of the land and any structures of the nominated district. For historic and prehistoric archaeological districts, describe the geologic and/or topographic features of the site or district and the setting. Discuss the exterior of all of the buildings or other constructions, interiors of buildings, and the setting of the site or entire district. The description should follow a logical sequence. Describe the exterior from the foundation up and then each side of a buildings; work from the exterior to the interior. Describe the land around the buildings, including vegetation, and note any existing or previous uses of the land, such as former gardens, irrigation, orchards, and refuse dumps, etc.

Include the following information for districts:

Historical and Architectural Districts

- A. General overall description of the natural environment and man-made elements of the district including the landscapes, original and man-made. Examples of man-made: gardens, lawns, etc.
- B. Number of buildings, structures and/or objects in the district.
- C. A general description of the types, styles, and periods of architecture in the district, including construction materials and colors.
- D. List all buildings, regardless of age, with dates of construction and a short description of each. Show buildings on a sketch map and describe any major alterations.

Archaeological Districts

- A. Describe the environmental setting of the district today and, if different, its environmental setting during the periods of occupation or use. Emphasize environmental features or factors related to the location, use, formation or preservation of the district.
- B. Describe the period of time when the district is known or estimated to have been occupied or used.
- C. Identify the persons, ethnic groups, or cultures that occupied or used the area within the district.
- D. Describe the physical characteristics of the district:
 1. Type - such as Indian village, quarry sites, or manufacturing complex.
 2. Cultural, historic or other relationships among the sites that make the district a cohesive unit.
 3. Information on individual or representative sites and resources. Describe only the most representative sites and resources.
 4. All buildings, structures or objects within the district.
- E. Likely appearance of the district during the period of occupation or use.
- F. Current and past impacts on or immediately around the district, such as modern development, vandalism, road construction, agriculture, soil erosion, or natural disaster. Describe the integrity of the district as a whole and the integrity of the most significant individual sites.
- G. Include any previous investigations into the district including archival or literature research, previous excavations, testing, mapping, or surface collection, dates of relevant research and fieldwork, and important bibliographic references.

16. Alterations to the Property

Describe and provide the dates, if known, of all significant exterior changes and any significant interior changes to a building or construction. Changes may include additions, removal of features such as stairways, fireplaces, walls, porches, etc., and changes in windows or door sizes, placement, or type. A restoration is considered an alteration even if an attempt has been made to restore the property to its historic form. Provide details about buildings, structures, or objects that have been moved. Also describe any significant changes or alterations, if known, that have been made or occurred to the land, whether natural or manmade. It is often helpful to include a sketch of a building(s) or sites, showing original construction and subsequent alterations or additions.

In the case of an archaeological site, describe all known disturbances and alterations to the site.

17. Significance of the Property

A. Nomination and Designation Criteria

In order to achieve a landmark designation, a nominated property, structure, resource, or district must be at least (50) fifty-years old and retain its historic integrity. It must meet one or more of the following criteria. Select all appropriate criteria on the form. Chosen criterion must be justified in the Significance Statement (#18). The criteria are explained in greater detail in #18.

- 1) The site or district is associated with significant event(s) that have made a significant contribution to prehistory or history.
- 2) The site or district is connected with person(s) significant in history.
- 3) The site or district has distinctive characteristics of a type, period, or method of construction or artisan.
- 4) The site or district is of geographic importance.

- 5) The site or district contains the possibility of important discoveries related to prehistory or history.

Structure(s) or resource(s) that meet the above criteria shall also be evaluated for the following:

- Its physical integrity (the unimpaired ability of a property to convey its historical significance to a viewer) shall be deemed to retain original design features, material, or character. To retain historic integrity a property will always possess several, and usually most, of these aspects. The retention of specific aspects of integrity is paramount for a property to convey its significance. Determining *which* of these aspects are most important to a particular property requires knowing why, where and when the property is significant.

Seven aspects of integrity:

- Location is the place where the historic property was constructed or the place where the historic event occurred.
 - Setting is the physical environment of a historic property.
 - Design is the combination of elements that create the form, plan, space, structure and style of a property.
 - Materials are the physical elements that were combined or deposited during a particular period of time in a particular pattern or configuration to form a historic property.
 - Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
 - Feeling is a property's expression of the aesthetic or historic sense of a particular period of time.
 - Association is the direct link between an important historic event or person and a historic property.
- Its location. If it has been moved, it must have the same historic context (the ability to convey an intangible sense of history, a feeling). Consider the setting, design, materials and workmanship in its association or direct connection with history; and
 - The adequacy of any reconstruction or restoration based upon documentation.

The steps in assessing integrity are:

- Define the **essential physical features** that must be present for a property to represent its significance;
- Determine whether the **essential physical features are visible** enough to convey their significance;
- Determine whether the property needs to be **compared with similar properties**; and,
- Determine, based on the significance and essential physical features, **which aspects of integrity** are particularly vital to the property being nominated and if they are present.

Ultimately, the question of integrity is answered by whether or not the property retains the **identity** for which it is significant.

Exceptions to these criteria may be considered by the Historic Preservation Board and/or Board of County Commissioners where the resource is deemed to have exceptional value to Douglas County.

B. Areas of Significance

Select one or more areas of significance for the property from the list below. For districts, enter areas of significance applying to the district as a whole. If properties within the district individually meet additional criteria, enter their areas of significance. Areas of significance must be justified in the Significance Statement (#18). List the areas of significance according to Appendix B of this document.

- | | |
|------------------------------------|------------------------|
| Agriculture | Health/Medicine |
| Architecture | Industry |
| Archaeology – prehistoric/historic | Invention |
| Art | Landscape Architecture |
| Commerce | Law |
| Communications | Literature |
| Community Planning/Development | Military |
| Conservation | Performing Arts |
| Economics | Politics/Government |
| Education | Religion |
| Entertainment or Recreation | Science |
| Engineering | Social History |
| Ethnic Heritage | Transportation |
| Exploration/Settlement | Other |
| Geography/Community Identity | |

In the case of properties having archaeological significance, enter areas of significance that closely relate to the events, activities, characteristics or information for which the property is significant, for example, ‘Industry’ for a prehistoric tool-making site.

Assessing Integrity in Properties

Integrity is based on significance: Why, when and where a property is important. Only after significance is fully established can you proceed to the issue of integrity.

18. Significance Statement

The significance statement is one of the most critical parts of the application. Write an introductory paragraph justifying why the property(s) should be landmarked. Follow with a narrative that addresses each criterion selected from 17A and explain how the resource meets each of the areas of significance selected from 17B. The narrative should be concise, factual and well organized. Provide a discussion of facts and circumstances in the property’s history that leads to its importance.

Additional information may be attached to the form, but this information cannot serve as a substitute for providing the justification of the property’s significance on the nomination form. Provide the source(s) of information.

Be selective in the facts presented. Consider whether the facts really support the significance of the property. Focus only on those facts that help explain the property’s role in history and that illustrate its significance. Be specific about dates and the proper names of people and places.

Subsequent paragraphs should include the following:

- Brief **historical overview** of the area, community or town;
- Brief **chronology of the historic development** of the property;
- Relation of the **property's history to the overall history of the area** – relate the property to important themes such as education, agriculture or mining, in the area's history; and,
- **Support of each area of significance** demonstrated through a discussion of the facts and circumstances in the property's history that leads to its importance.

For **archaeological properties**, address the following specific questions:

- What is the **cultural context** in which the property is considered significant? How does the site relate to what is currently known of the region's prehistory or history and similar known sites?
- What kinds of information can the known **data categories** yield? What additional kinds of information are expected to be present on the basis of knowledge of similar sites? What similarities permit comparison with other known sites?
- What is the property's **potential for research**? What research questions may be addressed at the property? How do these questions relate to the current understanding of the region's archaeology? How does the property contribute or have the potential for contributing important information regarding human ecology, cultural history, or cultural process? What evidence, including scholarly investigations, supports the evaluation of significance? Given the existence of material remains with research potential, what is the context establishing the importance of the recoverable data, taking into account the current state of knowledge in specified topical areas?
- How does the **integrity of the property** affect its significance and potential to yield important information?
 - If the site has been totally excavated, how has the **information yielded** contributed to the knowledge of American cultures or archaeological techniques to the extent that the site is significant for the investigation that occurred there?
- Does the property possess resources, such as **buildings or structures, which in their own right are architecturally or historically significant**? If so, how are they significant?

A. Significance based upon meeting the Nomination and Designation Criteria 17A.

Explain how the resource meets the Nomination and Designation Criteria selected from 17A. (See below for additional instructions in filling out this section.)

- 1) **Property or district is associated with events that have made a significant contribution to history** - Evaluate the site or district's history to determine if it had an historical association with a single event such as the founding of a town, or with a pattern of events that were important in the history of the locality, state or nation. It must be documented through historical research that the properties within the district existed at the time of the event(s) and also was associated with those events in some significant way.
- 2) **Property or district is associated with a person(s) significant in history** - The site or district needs to be associated with the productive life of the person or group when importance was achieved. For example, the district should have a documented association such as an office, home, ranch, or studio, but should not be a property merely owned by the prominent person or one which does not represent the productive period of that person's life.

- 3) **Property or district has distinctive characteristics of a type, period, method of construction, or artisan** - The structure(s) must be physically intact with a minimum of alterations.

Discuss whether the site or district retains enough of its design to be recognizable, and how the alterations or additions (if any) have contributed to or detracted from the significance of the site or district.

It must represent a type (residential, commercial, religious, educational, etc.) and retain design characteristics from a particular period of history. Buildings within a district nominated for a particular architectural style must possess the distinctive characteristics that make up that style.

A building may also qualify if it can be demonstrated that it is an important example of local building practices, techniques, or materials, or if it has artistic merits in design or individual elements. A structure which illustrates an early or developing technology in structural systems may be eligible as an example of a particular method of construction. Archaeological buildings must retain information concerning construction methods and materials.

- 4) **Property or district is of geographic importance** - A district that is a visual landmark due to its prominent location may qualify under this criterion. Examples of districts with geographical importance include villages, stage stops, etc.
- 5) **Property or district contains the possibility of important discoveries related to prehistory or history** - The site or district contains information that may answer certain important research questions for historians or archaeologists. It must be demonstrated through testing that the site will yield such answers. If a site has already yielded information, it may still be eligible depending on the importance of that information. The most common site nominated under this criterion is the prehistoric archaeological site, though buildings or other objects may qualify.

IMPORTANT NOTE: In all instances, a site or district retains its physical integrity, which means it must be able to convey its history and significance. When reviewing a State landmark nomination for buildings or structures that have been moved, History Colorado only considers the architectural significance and discounts affiliations with people or events. However, the DCHPB will consider not only architectural significance, but also documented associations with persons or events when a building or structure has been relocated.

B. Areas of Significance Statement

Explain how the resource meets each of the Areas of Significance selected from 17B. Provide a discussion of facts and circumstances in the site or district's history that leads to its importance.

19. Recommended Landmark Name and Date for the Landmark Plaque

20. Owner Consent Form

In order to be nominated as a Douglas County Landmark, all persons with a legal interest in the property must sign a consent form. Print or photocopy additional consent forms as necessary. Each signed consent form must be notarized. (Planning Services has a notary service available.)

21. Bibliography

List research resources used to document and evaluate the property while preparing this form. Use a current copy of the *Chicago Style Manual* for the correct bibliography format.

a. Books

For books, include the author's last name followed by their first name, full title, volume, city and state, publisher, date. Example:

Marr, Josephine Lowell, comp. Jean Marr Keiser. *Douglas County: A Historical Journey*. Gunnison, CO: B&B Printers, 1983.

b. Articles

For articles, include the author's last name followed by their first name, title of article, title of publication, volume number and/or date of publication, and page number(s). Example:

Schrum, Keith. "Colorado Gold Rush." *Colorado Heritage*. May/June 2009: 14-31.

c. Unpublished Manuscripts

For unpublished manuscripts, include as much identifying information as possible. Elements to include are the author, title or type of document, the name of the collection, and the name of the repository.

Example:

Douglas County Fair and Rodeo Entry Forms. Renae Rantanen Papers, 1992.013. Douglas County History Research Center, Philip S. Miller Library, Castle Rock, CO.

d. Interviews

For interviews, include interviewee's last name followed by first name, the name of the interviewer, the place and date of the interview, and the location of any tapes or transcripts. Example:

Lowell, John and Beatrice. Interviewed by Kent Brandebery and Clyde Jones. Castle Rock, CO, July 22, 1999. Douglas County Historic Preservation Board Oral History Project, Douglas County History Research Center, Philip S. Miller Library, Castle Rock, CO.

22. Maps

a. Vicinity Map

Provide a vicinity map with the landmark nomination property boundary lines and the surrounding road network. Label the property location, the surrounding roads, and provide a title of the map (for example, "Pretty Woman Ranch Site, Vicinity Map"). Include a north arrow. Planning Services can assist with producing the map. Please allow one week for preparation.

b. USGS Quadrangle Map

Provide a color USGS quadrangle map. Outline the perimeter of the property being nominated, label all major roads, provide a north arrow, and scale. The map should also include reference information as to which USGS quadrangle map is used, including UTM Zone and NAD83 Datum information. Please note, in addition to resources available online from USGS (www.usgs.gov), Planning Services can also provide assistance. Please allow one week for preparation.

c. Sketch Map

Show location(s) and label all buildings, structures, or other construction found on the nominated property(ies), historic or otherwise. Show roads, driveways, large trees or other relevant information. Include a north arrow on the map (with north facing the top of the page) and show the boundary of the property or the area to be landmarked. Identify whether the buildings are contributing (historic) or non-contributing (non-historic).

23. Photographs

Submit good quality black-and-white and/or color photographs (minimum size 3½ x 5 inches) that clearly show all exterior sides of the nominated property. Include photographs of all structures, contributing or non-contributing, and/or the major features of a site. Photographs of important interior features are also desirable. Label the **back** of the photographs, using a *soft* pencil, with photograph number, name of the property, date of photograph, side of subject (i.e., west view), and name of holder of original negative (if applicable). **DO NOT WRITE OR DATE STAMP ON THE FRONT OF THE PHOTOGRAPHS.** Do not use adhesive-back labels. The photographs will not be returned.

Create a corresponding list of photographs. Information common to all photographs, such as the photographer's name or the location of negatives, may be listed once. Include the following information:

- Photograph number. Use the same format (i.e., FrinkHouse-1, FrinkHouse-2, FrinkHouse-3) to identify all images (prints, digital, slides)
- The name of the property
- The name of the photographer, if known
- The date of the photograph
- Description of view indicating the direction
- The location of the original negative (if film is used)

Prints produced from digital photographs **must** be accompanied by corresponding electronic image files on a CD or DVD. Do not use CD-RW or DVD-RW (if packaging says "rewriteable" do not use). The electronic images must:

- Be first generation
- Be original-capture .tiff or raw converted to .tiff files (tagged image file format, file extension .tiff or .tif)
- Have a pixel array (also referred to as pixel depth or pixel dimension) of at least 3000 x 2000
- Have a resolution of 300 ppi (pixels per inch)
- Be in RGB color mode.

Submit the digital files on a CD or DVD, which will not be returned. Label the CD or DVD with the name of the property, using a label printed directly on the disk by laser printer (non-adhesive) or with hand-written labels using CD/DVD safe markers OR other markers (Sharpies). The file name for each electronic image on the CD or DVD must correspond to the photo log included in the nomination and the information labeled on the back of each photograph. For example, the image files for the Frink House would be saved as "FrinkHouse-1.tif," "FrinkHouse-2.tif," "FrinkHouse-3.tif."

24. Slides (optional)

Submit good quality slides of the nominated property. Label the slide, using a *soft* pencil, with the slide number. The slide numbers should follow the photograph numbers and use the same format as above (i.e., FrinkHouse-4, FrinkHouse-5, FrinkHouse-6). Do not duplicate numbers. The slides will not be returned.

Create a corresponding list of the slides, and include:

- Slide number. The slide numbers should follow the photograph numbers and use the same format as above (i.e., FrinkHouse-4, FrinkHouse-5, FrinkHouse-6).
- The name of the property
- The name of the photographer, if known
- The date of the slide
- Description of view indicating the direction

25. Additional Nomination Material to be Submitted

Attach and list additional information to the nomination form, such as maps, journal articles, etc., and the corresponding page number(s).

26. Amending Douglas County Landmark Forms

Documentation on a Douglas County landmark may be revised, expanded, or updated at any time after formal designation. Amendments may be made for many reasons, including:

- Adding a property into a landmarked district
- Changing a property's or district's historic name
- Clarifying a property's or district's boundaries
- Updating the condition of a property, or properties within a district
- Expanding significance for:
 - additional criteria
 - new areas of significance
 - additional periods of significance

- Documenting the individual significance of a resource within the property
- Increasing or decreasing boundaries
- Reclassifying contributing and non-contributing resources
- Gaining approval to move the property
- Listing a property that was previously determined eligible
- Removing a property from the Douglas County Register

Registration forms may be amended in any of the following ways:

1. Submit continuation sheets with the new information and an explanation of the amendment.
2. Complete a new form that incorporates former documentation, new information, and proposed changes.
3. For boundary changes, provide a form that documents just the area being added or deleted.

Please refer to Appendix C, Amending Douglas County Landmark Forms, for more information.

Suggested Sources for Assistance

Douglas County Libraries
Douglas County History Research Center
Philip S. Miller Library
100 South Wilcox, Street
Castle Rock, CO 80104
(303) 688-7730
www.douglascountyhistory.org

Douglas County Assessor's Office
301 Wilcox Street
Castle Rock, CO 80104
(303) 660-7459
www.douglas.co.us/assessor

Community Planning & Sustainable Development
Planning Services
Building Services
100 Third Street
Castle Rock, CO 80104
(303) 660-7460
DCHPB Administrator
www.douglas.co.us/cpsd

History Colorado
1200 Broadway
History Colorado Center
Denver, CO 80203
(303) 447-8679
www.historycolorado.org

Denver Public Library
Western History/Genealogy Department
10 W. 14th Avenue Parkway
Denver, CO 80204
(720) 865-1821
www.history.denverlibrary.org

Appendix A

Data Categories for Historic and Current Uses of the Property(s)

CATEGORY	SUBCATEGORY	EXAMPLES
Domestic	Single Dwelling	Row house, mansion, residence, rock shelter, homestead, cave
	Multiple Dwelling	Duplex, apartment building, pueblo, rock shelter, cave
	Secondary Structure	Dairy, smokehouse, storage pit, storage shed, kitchen, garage, other dependencies
	Hotel	Inn, hotel, motel, way station
	Institutional Housing	Military quarters, staff housing, poor house, orphanage
	Camp	Hunting campsite, fishing campsite, summer camp, forestry camp, seasonal residence, temporary habitation site, tipi rings
	Village Site	Pueblo group

Commerce & Trade	Business	Office building
	Professional	Architect's studio, engineering office, law office
	Organizational	Trade union, labor union, professional association
	Financial Institution	Savings and loan association, bank, stock exchange
	Specialty Store	Auto showroom, bakery, clothing store, blacksmith shop
	Department Store	General store, department store, marketplace
	Restaurant	Café, bar, roadhouse, tavern
	Warehouse	Warehouse, commercial storage
	Trade (archaeology)	Cache, site with evidence of trade, storage pit

Social	Meeting Hall	Grange, union hall, pioneer hall, hall of other political organization
	Clubhouse	Facility of literary, social, or garden club
	Civic	Facility of volunteer or public service organizations such as the American Red Cross

Education	School	Schoolhouse, academy, secondary school, grammar school, trade or technical school
	College	University, college
	Library	Library
	Research Facility	Laboratory, observatory, planetarium
	Education-Related	College dormitory, housing at boarding schools

CATEGORY	SUBCATEGORY	EXAMPLES
Government	Capitol	Statehouse, assembly building
	City Hall	City hall, town hall
	Correctional Facility	Police station, jail, prison
	Fire Station	Firehouse
	Government Office	Municipal building
	Diplomatic Building	Embassy, consulate
	Custom House	Custom house
	Post Office	Post office
	Public Works	Electric generating plant, sewer system
	Courthouse	County courthouse, Federal courthouse

Religion	Religious Facility	Church, temple, synagogue, cathedral, mission, temple, mound, sweathouse, kiva shrine
	Ceremonial Site	Astronomical observation post, petroglyph site
	Church School	Religious academy or school
	Church-Related Residence	Parsonage, convent rectory

Funerary	Cemetery	Burying ground, burial site, cemetery ossuary
	Graves/Burials	Burial cache, burial mound, grave
	Mortuary	Mortuary site, funeral home, crematorium

Defense	Arms Storage	Magazine, armory
	Fortification	Fortified military or naval post, earth fortified village, palisaded village, fortified knoll or mountain top, bunker
	Military Facility	Military post, supply depot, garrison fort, barrack
	Battle Site	Battlefield
	Air Facility	Aircraft, air base, missile launching site

CATEGORY	SUBCATEGORY	EXAMPLES
Recreation & Culture	Theater	Cinema, movie theater, playhouse
	Auditorium	Hall, auditorium
	Museum	Museum, art gallery, exhibition hall
	Music Facility	Concert hall, opera house, bandstand, dancehall
	Sports Facility	Gymnasium, swimming pool, tennis court, playing field, stadium
	Outdoor Recreation	Park, campground picnic area hiking trail
	Fair	Amusement park, county fairground
	Monument/Marker	Commemorative marker, commemorative monument
	Work of Art	Sculpture, carving, statue, mural, rock art

Agriculture/ Subsistence	Processing	Meatpacking, cannery, smokehouse, brewery, winery, gathering site
	Storage	Granary, silo, wine cellar, storage site, warehouse
	Agricultural Field	Pasture, vineyard, orchard, wheat field, crop marks, terrace
	Animal Facility	Hunting & kill site, stockyard barn, chicken coop, apiary
	Fishing Facility or Site	Fishing hatchery, fishing grounds
	Horticultural Facility	Greenhouse, plant observatory, garden
	Agricultural Outbuilding	Well house, wagon shed, tool shed, barn
	Irrigation Facility	Irrigation system, canals, stone alignments, headgates, check dams

Industry/ Processing/ Extraction	Manufacturing Facility	Mill, factory, refinery, processing plant, pottery kiln
	Extractive Facility	Coal mine, oil derrick, gold dredge, quarry, salt mine, mining
	Waterworks	Reservoir, water tower, canal, dam, ditch
	Energy Facility	Windmill, power plant, hydroelectric dam
	Communications Facility	Telegraph cable station, printing plant, television station, telephone company facility, satellite tracking system
	Processing Site	Shell processing site, tool making site, copper mining and processing site
	Industrial Storage	Warehouse

Health Care	Hospital	Veteran's medical center, mental hospital, private or public hospital, medical research facility
	Clinic	Dispensary, doctor's office
	Sanitarium	Nursing home, rest home, sanitarium
	Medical Business/Office	Pharmacy, medical supply store, doctor or dentist office
	Resort	Baths, spas, resort facility

CATEGORY	SUBCATEGORY	EXAMPLES
Landscape	Parking Lot	
	Park	City park, State park, national park
	Plaza	Square, green, plaza, public common
	Garden	
	Forest	
	Unoccupied Land	Meadow, swamp, desert
	Underwater	Underwater site
	Natural Feature	Mountain, valley, tree, river, pond, lake
	Street furniture/ Object	Street light, fence, wall, shelter, gazebo, park bench
	Conservation Area	Wildlife refuge, ecological habitat

Transportation	Rail-Related	Railroad, train depot, locomotive, streetcar line, railroad bridge
	Air-Related	Aircraft, airplane hangar, airport, launching site
	Water-Related	Canal, boat, ship, wharf
	Vehicular	Parkway, highway, bridge, toll gate, parking garage
	Pedestrian- Related	Boardwalk, walkway, trail

Vacant/Unused		Use this category when the property is unused
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Appendix B

Data Categories for Areas of Significance

CATEGORY	SUBCATEGORY	DEFINITION
Agriculture		The process and technology of cultivating soil, producing crops, and raising livestock and plants.
Architecture		The practical art of designing and constructing building and structures to serve human needs.
Archaeology		The study of prehistoric and historic cultures through excavation and the analysis of physical remains.
	Prehistoric	Archaeological study of aboriginal cultures before the advent of written records.
	Historic-Aboriginal	Archaeological study of aboriginal cultures after the advent of written records.
	Historic-Non-Aboriginal	Archaeological study of non-aboriginal cultures after the advent of written records.
Art		The creation of painting, printmaking, photography, sculpture, and decorative arts.
Commerce		The business of trading goods, services, and commodities.
Communications		The technology and process of transmitting information.
Community Planning & Development		The design or development of the physical structure of communities.
Conservation		The preservation, maintenance, and management of natural or manmade resources.
Economics		The study of the production, distribution, and consumption of wealth; the management of monetary and other assets.
Education		The process of conveying or acquiring knowledge or skills through systematic instruction, training, or study.
Engineering		The practical application of scientific principles to design, construct, and operate equipment, machinery, and structures to serve human needs.
Entertainment/Recreation		The development and practice of leisure activities for refreshment, diversion, amusement, or sport.
Ethnic Heritage		The history of persons having a common ethnic or racial identity.
	Asian	The history of persons having origins in the Far East, Southeast Asia, or the Indian subcontinent.
	Black	The history of persons having origins in any of the black racial groups of Africa.
	European	The history of persons having origins in Europe.
	Hispanic	The history of persons having origins in the Spanish-speaking areas of the Caribbean, Mexico, Central America, and South America.
	Native American	The history of persons having origins in any of the original peoples of North America, including American Indian and American Eskimo cultural groups.

CATEGORY	SUBCATEGORY	DEFINITION
	Pacific Islander	The history of persons having origins in the Pacific Islands, including Polynesia, Micronesia, and Melanesia.
	Other	The history of persons having origins in other parts of the world, such as the Middle East or North Africa.
Exploration/Settlement		The investigation of unknown or little known regions; the establishment and earliest development of new settlements or communities.
Health/Medicine		The care of the sick, disabled, and handicapped; the promotion of health and hygiene.
Industry		The technology and process of managing materials, labor, and equipment to produce goods and services. Includes mining.
Invention		The art of originating by experiment or ingenuity an object, system, or concept of practical value.
Landscape Architecture		The practical art of designing or arranging the land for human use and enjoyment.
Law		The interpretation and enforcement of society's legal code.
Literature		The creation of prose and poetry.
Maritime History		The history of the exploration, fishing, navigation, and use of inland, coastal, and deep sea waters.
Military		The system of defending the territory and sovereignty of a people.
Performing Arts		The creation of drama, dance, and music.
Philosophy		The theoretical study of thought, knowledge, and the nature of the universe.
Politics/Government		The enactment and administration of laws by which a nation, state, or other political jurisdiction is governed; activities related to political process.
Religion		The organized system of beliefs, practices, and traditions regarding mankind's relationship to perceived supernatural forces.
Science		The systematic study of natural law and phenomena.
Social History		The history of efforts to promote the welfare of society; the history of society and the lifeways of its social groups.
Transportation		The process and technology of conveying passengers or materials.

Appendix C

Amending Douglas County Landmark Forms

Guidelines for Amending Forms

When amending a registration form, revise all items affected by the proposed change. The items that may require revision are outlined below.

Name Changes

- Enter, in number 1 (Name of Property), the new name, and explain, in number 18 (significance statement) the reason(s) for the name change.

Increasing Significance

- Revise counts and identification of contributing and noncontributing resources in number 6 and on the sketch map.
- Provide the address of the property being amended.
- Revise areas of significance, period of significance, and other items in number 18.
- Discuss, in number 18, additional significance and related historic contexts.
- Provide additional photographs, if necessary, to represent new significance or contributing resources.

Boundary Changes (Increases or Decreases)

- In number 1, enter the name of the property previously registered, and in parentheses indicate whether the documentation is for a boundary increase or decrease, for example, Greenland Townsite Historic District (Boundary Increase). A name change may also be requested.
- In number 2 (Address of Property), enter only the address of the area being added or deleted.
- Provide new geographical data in number 3, including location, boundary description and justification, acreage and section, township and range (UTM references, if available), **for only the area being added or deleted.**
- Provide new information in number 6 on contributing and noncontributing resources. Indicate how many resources are affected by the boundary change. For increases, indicate the number and type of resources being added. For decreases, indicate the number and type of resources being deleted. For both increases and decreases, enter the total number of listed contributing and non-contributing resources (not just those affected by the change) under *Number of Resources*.
- Identify and describe the areas and resources being added or deleted in the narrative for number 15.
- Explain the reasons for the increase (such as the removal of false facades, expanded area survey, or discovery of new information) or decrease (such as loss of historic integrity, demolition, etc.) in number 18.
- Document any additional significance in number 18.
- Provide new USGS maps and sketch maps, reflecting the changes in geographical data.
- Provide photographs of the area being added.

Approval for A Move

This could be a move from a previously landmarked site or district, or an addition to a currently landmarked site or district.

- Provide new information for location and geographical data in numbers 2 and 3.
- Describe the procedures for the move and the new location, its setting, and proposed orientation of the moved resource on the new site, in number 15.
- Explain the reasons for the move, the appropriateness of the new setting and orientation, and the effect the move and the new location will have on the significance and integrity of the property.
- Discuss, in number 18, how the property, after the move, will meet the special requirements for criteria consideration under 17A and B.
- Provide at least one photograph of the proposed site. Photographs of the moved resource on the new site should be submitted to the DCHPB Administrator after the move.
- Explain the effects of the move on any archaeological or other historic resources at the new location.

- Approvals for moves are evaluated on the basis of the impact of the move on the property's significance and integrity and the appropriateness of the new location. For additional guidance, refer to 36 CFR Part 60 and the National Register bulletin on Contributions of Moved Buildings to Historic Districts. Properties moved without prior approval are automatically removed from the Douglas County Historic Landmark Register.