



## **INSTRUCTIONS for FREMONT COUNTY LOCAL LANDMARK SITES APPLICATION**

- Please go over this “Criteria” before preparing your application.
- Send a completed digital copy of the application to the Site Committee at [www.fremontheritage.com](http://www.fremontheritage.com) Attn: Site Committee, email address [sites@fremontheritage.com](mailto:sites@fremontheritage.com). If you do not have email, send or deliver your application to the Fremont County Administration Building, 615 Macon Ave., Canon City, CO 81212 Attn: Fremont County Heritage Commission. Hard copies can also be obtained by contacting the above with Attn: Site Committee
- The FCHC Site Committee will contact you to schedule an interview when your digital application/hard copy has been received and reviewed. Please bring four hard copies of the application to the interview for the committee to keep. You may include pictures and additional information at that time.
- Please make sure to include your contact information (name, street address, email, and phone number) so the committee can contact you with any questions and to schedule an interview. To protect confidentiality, no personal information will be kept with the application once it has been registered and put into the permanent file of Fremont County Local Landmark Sites.
- All \* must be completed
  - Address: Physical address
  - Location: Town, City, or general location
  - Legal Description: Can be obtained from Assessor’s Office
  - Parcel No.: Can be obtained on tax document, if applicable

- Builder: If known
- Other ID: Attach a copy of documentation i.e. State/National Historic Site or Historic Survey
- Use: Include both present and historic uses
- Architectural/Physical Description/Materials (Eligibility)
  - Characterizes an architectural style associated with a particular era and/or ethnic group
  - Is identified with a particular architect, master builder, or craftsman
  - Is architecturally unique to innovative
  - Has a strong or unique relationship to surrounding area.
  - Attach photos to support documentation (At least four elevations)
- Roster of Occupants/Use
  - Any notable historical personage (Eligibility)
  - Include names that had an impact on the history of the area/Fremont County
  - Attach biographies and/ or photos of pertinent occupants
- History of Site
  - Any notable historical event (Eligibility)
  - Include any known alterations to site
  - Attach any historic and/or current photos of the site
- Special Notes
  - Expand on the most prominent feature of the site that makes it eligible and why
  - Include any other information related to site not listed above
- Research Sources
  - List resources used for this application i.e. Printed material, oral histories, interviews
- Owner or Board of the site will be required to approve the heritage site designation
- Refer questions to [www.fremontheritage.com](http://www.fremontheritage.com) Attn: Site committee or email [sites@fremontheritage.com](mailto:sites@fremontheritage.com).