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# Boulder County Historic Preservation Program Landmark Designation Application Packet



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For more information about Boulder County Landmarking, contact the Land Use Department.

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Phone: (720) 564-2611  
E-mail: [dgrimm@bouldercounty.org](mailto:dgrimm@bouldercounty.org)

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## I. Sources of Information & Forms:

● **Internet:**

This application packet may be downloaded off of the Internet in Adobe Acrobat format. You may view and print Acrobat files, but you may not digitally alter the file. In order to access this packet in Acrobat, you will need to have the Acrobat Reader installed on your computer. Free copies of the reader can be downloaded from Adobe's Web Site (<http://www.adobe.com/>).

The Landmark Nomination form itself may be downloaded off of the internet in several different formats. Consult the help files in your Internet browser if you need help saving the files to your hard drive. The nomination form files are located at

<http://www.bouldercounty.org/property/build/pages/hpfaq.aspx>

● **Mail:**

Printed copies of the Landmark Nomination form can be mailed to you. You may also pick up the form at our office. You may fill in the form by hand or on a typewriter if you would like. Staff will then take your printed information and enter the data into our computer form.

## II. General Outline of Landmark Designation Process:

Hint:

County staff is here to assist you in your efforts to landmark. Please feel free to contact us with any questions you may have. You may also wish to contact organizations such as Historic Boulder, local historical societies, or professional historians. Any of these organizations & people have the expertise to help you gather information, prepare the form, and present your information to the review boards.

- 1) Application submitted by owner or other party
- 2) Staff Processing
  - Copy information into County's computer database
  - Review application & prepare a staff memo to the Historic Preservation Advisory Board
  - Obtain Property Owner Permission to Landmark (if owner is not the applicant)
  - Meet legal notification process (14 days notice in newspaper & 7 days notice by mail to all property owners within 500 feet of the proposed landmark)
- 3) Historic Preservation Advisory Board Hearing
- 4) Board of County Commissioner Hearing
- 5) Final Recordation of Documents

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### III. Commonly Asked Questions About Landmark Designation:

**Q I'm not sure if I want to landmark my property with Boulder County, or apply for listing in the National Register of Historic Places. What are the costs and benefits of each?**

**A** National Register listing is done by the Colorado Historical Society and takes significantly more time to complete than Boulder County landmark designation. Some properties may qualify only for Boulder County's local designation and not the National Register designation.

The benefits of each type of designation are similar. Both allow a property owner to apply for grant money and tax credits. The biggest difference between National Register listing and Boulder County designation is that National Register listing does nothing to actually protect a property from harmful alteration or even demolition! Boulder County's designation, on the other hand, provides protection for a property. While you may not be worried now about protection, think about what could happen if you sold the property in the future. The new owner may not be as dedicated to preserving the building as you are. If listed on the National Register, but not locally landmarked, this new owner could demolish what you strived so hard to preserve.

**Q Why would I want to landmark my property?**

**A** Owners of properties landmarked by the County become eligible to apply for tax credits, Colorado Historic Preservation Fund grant money, and local grant money. Financial assistance is, however, competitive. The best reason to landmark? You want to protect the historic character of your property.

**Q Does Boulder County Landmark Designation change the zoning on my property?**

**A** Landmark designation does not change the zoning on a property. The intensity and types of uses that were allowed prior to designation are allowed after designation. It is important to remember, however, that physical alterations to the exterior of landmarked buildings (i.e. additions) will need to be approved by the Historic Preservation Advisory Board (HPAB). If your property is landmarked as a site, you may also need permission from the HPAB to change important site features (i.e. the construction of a new parking lot on your site may need HPAB approval if the lot is being constructed within the boundary of a landmarked area.)

**Q Does landmark designation mean that I can't alter my building in anyway?**

**A** No, landmark designation does not automatically prevent alteration, with the exception of complete demolition. In fact, many of Boulder County's existing landmarks have had additions, new roofs, new siding, and a variety of other changes. If you want to change the exterior of your landmark building, you would need to present your plans to the HPAB and get their approval to go ahead with the alteration. While HPAB has approved most people's plans for alteration, it is important to realize that HPAB does have the authority to deny a plan if they feel that the alterations would be destructive to the historic character of the landmark. HPAB's decisions can be appealed to the Board of County Commissioners, so there are a variety of "checks and balances" in the review process.

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## Commonly Asked Questions About Landmark Designation (Con't):

**Q** Can the County landmark my property if it is within a town?

**A** Boulder County does not have the authority to landmark properties within towns, with a few exceptions. The towns of Nederland and Ward have signed agreements with Boulder County that allow for landmark designation within the towns' jurisdictions. If your property is within one of these towns, please contact the town directly. Other cities in the county have their own preservation programs that include local landmark designation. If your property is within the city limits, please contact the city directly.

**Q** How much does it cost to apply for landmark designation?

**A** Unlike most review processes, the County does not charge an application fee for landmark designation within the unincorporated County. We do, however, negotiate a charge for designation within the towns listed in the above question.

**Q** Can Boulder County landmark my property if I don't want them to?

**A** Our policies and regulations require property owner consent before we will designate a property. This position could result in the unfortunate loss of important historic resources, but both the Historic Preservation Advisory Board and the Board of County Commissioners prefer a more cooperative process for historic preservation in lieu of stringent regulatory control. If this position was to change, amendments to the *Boulder County Comprehensive Plan* as well as Article 15 of the *Land Use Code* would be required through a public hearing process.



**if you are interested in landmark designation in order to get grant money or tax credits.**

The Colorado Historical Society will only accept grant and tax credit applications for properties that are officially designated as landmarks. Boulder County's process takes a minimum of two months, so plan ahead.

If you're planning on using grant money or tax credits as part of your restoration efforts, you must have the proposal approved by the State Historical Society. Work done prior to approval or work not approved by the Historical Society will not be funded.

The Historical Society does not reimburse for work done prior to the signing of a contractual agreement between the property owner and the State!



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## IV. Landmark Nomination:

**Hint:**

The National Park Service has vast quantities of information about historic preservation. Check out their Internet web site at:  
[www.cr.nps.gov](http://www.cr.nps.gov)

The nomination form for a Boulder County Historic Landmark is very similar to the form used in nominating properties to the National Register of Historic Places. Because the forms are similar, *National Register Bulletin 16: Guidelines for Completing National Register of Historic Places Forms* might prove useful. A copy of this bulletin is available for review at the Land Use Department office. You may also access this information through the National Park Service Internet Web site (<http://www.cr.nps.gov/nr/publications/bulletins.htm>).

The intent of this document is to guide the applicant in the basic steps to completing the nomination form. If you need assistance or are not certain about how to fill in any section, contact County staff. We will be happy to work with you in preparation of the form.

### Instructions for Completing the Form:

#### 1. Name of Property

Historic Name:

In this section, enter the name that best reflects the property's historic importance. This often is the name that was used during the property's hey day.

Other Names:

Enter any other names that have been associated with the property. When giving the property a name, give as much detail as necessary to identify the property.

Historical Narrative:

In this section, describe the history of the site in detailed narrative. This section does not specifically call out why the property should be landmarked, it merely lists any factual information about the property that is available.

#### 2. Location

The address, or addresses in the case of a district, of all of the properties should be listed in this section. If no exact address has been given to the property, describe the location in general terms. For example, "3.8 miles south of Allenspark, adjacent to Highway 7".

#### 3. Classification

Property Ownership:

Enter an "X" in the box (or type the correct answer) that best describes the nature of the ownership of the property. Is it owned Privately, Publicly, or in some other manner?

Category of Property:

Enter an "X" in the box (or type the correct answer) that best describes the type of historic landmark.

- 
- Structure:** A structure includes buildings such as houses and barns, that are created to shelter some form of activity. A structure may also be an object constructed for a purpose that does not necessarily serve to shelter human activity, i.e. a grain elevator or railroad grade.
- Site:** A site is the location of a significant event or activity, either prehistoric or historic. A site may include structures which may or may not be significant themselves. A site has value as a location because of its historic, cultural, or archaeological value regardless of the value of any existing structures.
- District:** A district contains significant concentrations of sites and structures united historically or aesthetically.
- Number of Resources:** In the appropriate blank, give the number of both noncontributing and contributing resources. If you are landmarking a structure, this section is not used.
- Contributing:** Contributing structures and sites add to the historic associations, historic architectural qualities, or archaeological values for which a property is significant. Usually, the resource was present during the period of significance, relates to the documented significance of the property, and possesses historic integrity.
- Noncontributing:** Noncontributing resources do not add to the historic architectural qualities, historic associations, or archaeological values for which a property is significant. Typically, noncontributing status occurs because the structure or site was not present during the period of significance or does not relate to the documented significance of the property. Additionally, noncontributing properties may have experienced alterations, disturbances, additions, or other changes to a degree that the property no longer has historic integrity, or is not capable of yielding information about the period of significance.
- Continuation Sheet:** If more space is needed than that on the form, use a separate sheet to list all contributing and noncontributing resources on the property or properties.

#### **4. Function or Use**

- Historic Function:** In this section, list all of the historic functions of the property according to the categories listed in Appendix B of this document. Select as many categories as necessary to accurately describe the property's principal functions.
- Current Function:** Using the same chart in Appendix B, completely list all categories of current use. Include both contributing and noncontributing resources in the listing (applies specifically to sites and districts.)
- Continuation Sheet:** Use a separate sheet if more room is necessary to list functions.

## 5. Description

Continuation Sheet:

For this section, use a separate sheet to provide a narrative description of the property and its physical characteristics. Describe the setting of the structure, site, or district. Describe the buildings on the property focusing on the style of the architecture and materials used. For sites or districts, describe any patterns that occur in the setting or buildings. For example, if all of the buildings in a historic district are twenty-five feet wide, this is an important pattern. Please see Appendix C for an outline of information that should be included in the description.

This section should summarize the general characteristics of the property, such as its location and setting, style, method of construction, size, and significant features. Describe the current condition of the property and indicate if the property has maintained historic integrity in terms of location, design, setting, materials, workmanship, feeling, and association.

## 6. Statement of Significance

### **County Criteria (15-501, *Boulder County Land Use Code*):**

1. The character, interest, or value of the proposed landmark is important as part of the development, heritage, or cultural characteristics of the County.
2. The proposed landmark is the location of a significant local, county, state, or national event.
3. The proposed landmark is identified with a person or persons significantly contributing to local, county, state, or national history.
4. The proposed landmark is an embodiment of the distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or the use of indigenous materials.
5. The proposed landmark is identified as the work of an architect, landscape architect, or master builder whose work has influenced development in the county, state, or nation.
6. The proposed landmark has archaeological significance.
7. The proposed landmark is an example of architectural or structural innovation.
8. The proposed landmark relates to other distinctive structures, districts, or sites which would also be determined to be of historic significance.

Please use the tables in Appendix D to complete this section.

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Areas of Significance: In this section, enter the dates in which the property attained significance that qualifies it to become a landmark.

Period of Significance:

The period of significance for properties that experienced short-term important events, such as the site of a mine explosion, the period of significance would be the time of the event.

Events:

The period of significance for broad patterns of use that occurred over many years, such as the daily use of a schoolhouse, is the time in which the property actively contributed to the pattern of use. In the schoolhouse example, the period of significance would be the period of time that the building was used as a school.

Broad Patterns:

The period of significance would be the time that the property was associated with the important person or persons.

Significant Persons:

For architecturally significant properties, the period of significance would be the date of construction and the dates of any significant alterations and additions.

Architecture:

The period of significance for archaeological sites is the period of time the site was occupied or used for reasons related to its significance.

Archaeological:

List the most important dates in the property's history. For example, for a structure, list the date of construction, the date of any alterations, the dates owned by important people.

Significant Dates:

If the property is being designated because of its association with important persons, list in this section.

Significant Persons:

Use a continuation sheet for any of the above information if additional space is needed.

Continuation Sheet:

A continuation sheet should also be used for this section for a narrative statement of significance. In this narrative, describe how the property meets the County's criteria for landmark status; describe the property's Areas of Significance, Period of Significance, Significant Dates, and Significant Persons. See Appendix E for "Guidelines for Evaluating and Stating Significance" adapted from *National Register Bulletin 16*.

List the primary and secondary sources of information used to complete the form. The bibliography should include all books, articles, manuscripts, National Register forms, and interviews used to obtain information.

## 7. Bibliographical Reference

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## 8. Geographical Data

Boundary Description:

This is a precise description of the property under consideration. If possible, for individual properties, include a legal parcel number (with section, township, and range) or a metes and bounds description. For districts, a general description may be more appropriate.

Boundary Justification:

Provide an explanation of the reasons for selecting a particular boundary. Appendix F contains guidelines for writing the boundary description and justification.

Continuation Sheet:

Use an attached sheet if more space is needed than that provided on the form.

## 9. Property Owners

List the name and address for all owners of property included in the proposed landmarking. Use a continuation sheet if more space is needed than that provided on the form.

## 10. Form Prepared By:

Give the name, address, and phone number of the person(s) preparing the form.





Docket Number

## Boulder County Historic Landmark - Nomination Form

<b>1. Name of Property</b>	
Historic Name: Other Names:  Historical Narrative (Continuation Sheet) <input type="checkbox"/>	
<b>2. Location</b>	
Address:  Continuation Sheet (For Multiple Properties) <input type="checkbox"/>	
<b>3. Classification</b>	
Property Ownership: Public <input type="checkbox"/> Private <input type="checkbox"/> Other <input type="checkbox"/> Category of Property: Structure <input type="checkbox"/> Site <input type="checkbox"/> District <input type="checkbox"/> Number of Resources Within Property: Contributing _____ Non-Contributing _____ Continuation Sheet <input type="checkbox"/>	
<b>4. Function or Use</b>	
Historic Functions:  Continuation Sheet <input type="checkbox"/>	Current Functions:  
<b>5. Description</b>	
Continuation Sheet <input type="checkbox"/>	
<b>6. Statement of Significance</b>	
Boulder County Criteria for Designation:  	
Areas of Significance:  Significant Dates:	Period of Significance:  Significant Persons:
Statement of Significance (Continuation Sheet) <input type="checkbox"/>	

**7. Bibliographical References**

Continuation Sheet

**8. Geographical Data**

Legal Description of Property:

Boundary Description:

Boundary Justification:

Continuation Sheet

**9. Property Owner(s)**

Name(s):

Address(es):

Continuation Sheet

**10. Form Prepared By (Name and Address)**

**Directions for Attachments**

**Continuation Sheets**

For each continuation sheet used, clearly identify the section of this form to which the sheet applies. For example, the Historical Narrative in Section 1 will need to have a continuation sheet. At the top of this sheet, type "Continuation Sheet - Section 1". Remember to number each page of the application, including all attachments.

**Maps**

This form will be considered incomplete unless a map(s) identifying the location of the structure or site, or the boundary of a district is included.

**Photos**

Photos or slides of the property should be included with this application. The photos should include captions identifying the photo as well as the date it was taken, if possible. These photos will become part of the file for the property and won't be returned unless requested by the applicant.

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## APPENDIX A

### Example of Completed Form



The Sunshine Schoolhouse was nominated as a Boulder County Historic Landmark in 1994.  
The schoolhouse is also on the National Register of Historic Places.



**BOULDER COUNTY HISTORIC LANDMARK - NOMINATION FORM**

<b>1. NAME OF PROPERTY</b>	
<b>Historic Name:</b>	<i>Sunshine School</i>
<b>Other Names:</b>	
<b>Historical Narrative</b> (Continuation Sheet)	<input checked="" type="checkbox"/>
<b>2. LOCATION</b>	
<b>Address:</b>	<i>355 County Road 83</i>
	<i>Boulder, CO 80302</i>
Continuation Sheet	<input type="checkbox"/>
<b>3. CLASSIFICATION</b>	
<b>Property Ownership:</b>	Public <input type="checkbox"/> Private <input checked="" type="checkbox"/> Other <input type="checkbox"/> _____
<b>Category of Property:</b>	Structure <input type="checkbox"/> Site <input checked="" type="checkbox"/> District <input type="checkbox"/>
<b>Number of Resources Within Property:</b>	
Contributing	<u>4</u> Non-Contributing <sup>1</sup> (remainder of site features)
<i>The schoolhouse, a coal shed, and two outhouses are contributing.</i>	
Continuation Sheet	<input type="checkbox"/>
<b>4. FUNCTION OR USE</b>	
<b>Historic Functions:</b>	<b>Current Functions:</b>
<i>Education</i>	<i>Meeting Hall</i>
Continuation Sheet	<input type="checkbox"/>

**5. DESCRIPTION**

Continuation Sheet



**6. STATEMENT OF SIGNIFICANCE**

**Boulder County Criteria for Designation:**

*The schoolhouse site meets criterion (1) for its character, interest, or value as part of the development, heritage, or cultural characteristics of the County, and criteria (4) and (6) for its architectural significance.*

**Areas of Significance:**

*Education*

**Period of Significance:**

*1900 - 1944*

**Significant Dates:**

*1900 - Date of Construction*

*1950s - No longer used as a schoolhouse*

*1989 - Listed in the National Register of Historic Places*

*1991 - Repairs were made to the structure*

**Significant Persons:**

Statement of Significance (Continuation Sheet)

**7. BIBLIOGRAPHICAL REFERENCES**

Continuation Sheet



**8. GEOGRAPHICAL DATA**

**Boundary Description:**

*Government Lot # 149, Section 8, T1N, R71W. Assessor's ID Number 0058722.*

*Designated portion does not include the Red Bird Ld 546 and the White Eagle 16822 which are combined with lot 149 on the above Assessor's ID Number.*

**Boundary Justification:**

*Boundary encompasses original school site*

Continuation Sheet

**9. PROPERTY OWNER(S)**

**Name(s):** *Sunshine Cemetery Association*

**Address:** *3018 Seventh Street  
Boulder, CO 80304*

**Legal Description:** *(See above property description)*

*The Sunshine Cemetery Assoc. is a non-profit, tax exempt corporation with a governing board: Harry Covey; June Howard, President; Nancy Talmey; and Chris Voorhees.*

Continuation Sheet (More than one property)

**10. FORM PREPARED BY**

*June P. Howard, President of the Sunshine Cemetery Association  
3018 Seventh Street  
Boulder, CO 80304*

**HISTORICAL NARRATIVE**

(Taken from the National Register Nomination Form and *Stories of Sunshine* by June Howard)

The town of Sunshine was named after a telluride lode was discovered by D.C. Patterson in 1874. The community quickly grew to 1,200 residents as other mines were established in the area. At its peak, the town contained three hotels and numerous commercial concerns. A newspaper was even published during the period 1875-1878. Early in its development, Sunshine established itself as an up-right community for the moral and sober, where the saloons were required to close on Sundays.

An indication of the aspirations for the social development of Sunshine was the early availability of schooling in the town. The first school was private with classes conducted by an unmarried woman. It was held in the loft of a barn in the spring of 1875. The Sunshine School District #28 was organized that fall to serve 103 pupils. The district raised \$568.25 to construct the first permanent schoolhouse in 1875.

By the early 1920s, Sunshine had only around 50 residents. About twelve children, ranging in age from five to fifteen, attended school. The school bell rang at 8:30 am alerting the children to be on their way, as school started at 9:00. The typical school day began with recitation of the Pledge of Allegiance and the Lord's Prayer. During the day, the children practiced handwriting, learned to read, and did arithmetic and spelling. Geography started in the fourth grade. By sixth grade, in addition to reading, spelling, arithmetic, writing, and geography, the students studied history, English, and "health habits".

The Sunshine School operated from September through April. The children often walked through wind and snow. Before cold weather arrived, the families studied the Sears and Wards catalogs then filled out an order for warm clothing needed by the children for whom there were no hand-me-downs. Older children often stayed at home from school to help their parents, especially if there was a new baby in the family.

## DESCRIPTION

The Sunshine School is a distinctive one-room schoolhouse located in the mountains of western Boulder County. The building is one of the few remaining structures of the once thriving mining town of Sunshine. The site is located at the southern end of the mining district, prominently situated on a slope along the main road through the remote residential community. The building is relatively isolated, surrounded by steeply sloped vacant land and dense forests. Its rural setting contrasts with the urban-like styling of the school.

The schoolhouse is a one story, rectangular stone building with neoclassical elements. Its widely overhanging roof is hipped and has wood shingles. The roof's undecorated cornice is boxed and has a plain frieze. On the front, the boxed eaves break at the pavilion which extends to support an equilateral pediment which is a gabled extension of the main roof. The upper part of the pavilion is faced with square cut wood shingles. The date of construction of the building, 1900, and the words, "Sunshine School" and "District No. 28", are found on the upper pavilion and pediment. A hipped-roof, open belfry sit above the pediment. A small metal plaque is found at the base of the bell tower with the words "State of Colorado, Standard School, Approved Class."

Unlike other schools in the county's mining settlements, the Sunshine School is constructed of stone. Its walls are granite rubble laid in irregular courses. The mortar in the walls was repointed in many places in 1991. Sandstone is used for the window and door lintels and the sills of the windows.

The north and south sides of the building each contain a set of four windows. These windows are large, rectangular, double-hung sash windows. The upper sash is divided into twelve lights. The lower sash contains only two. Two small circular windows flank the building's entrance on the northeast facade. The entry consists of recessed double leaf doors with a transom divided into multiple lights. Each door contains four panels, including a large glass one, and distinctive hardware.

The school property also contains three other structures that contribute to the character of the site, a coal shed and two outhouses. The coal shed is located southeast of the school building and is rectangular in shape. The shed is frame construction with vertically-oriented, unpainted wood boards. The two outhouses are located behind the school. They are frame constructed with horizontally oriented lap board siding. The roofs are covered with corrugated metal.

Each fall, the winter's coal supply was purchased by the treasurer of the School Board. On the upper side of the coal shed, facing the road is a small door through which the coal was shovelled. A partition separates the front part of the shed from the coal bin. In the front part, kindling or corn cobs were stored in order to start fires. The coal shed was constructed in 1900.

The two outhouses on the site are high up behind the school house and have been there since 1900. The boys' two-holer also has a tin urinal.

## STATEMENT OF SIGNIFICANCE

### Boulder County Criteria for Landmark Designation

The Sunshine School site meets three of the criteria for landmark designation in the Boulder County Historic Preservation Regulations (Section 1-501):

- (1) The character, interest, or value of the proposed landmark is important as part of the development, heritage, or cultural characteristics of the County.
- (4) The proposed landmark is an embodiment of the distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or the use of indigenous materials.
- (6) The proposed landmark is an example of architectural, cultural, or archaeological significance.

### NARRATIVE

The Sunshine School is important for its association with the history of the mining community of Sunshine in the late 19th and early 20th centuries. The site is representative of the development of the educational system in Boulder County. The coal shed and two outhouses on the site are integral to the school's significance because of the way of life, prior to modern conveniences, that they represent.

Architecturally, the Sunshine School illustrates the vernacular stone buildings that were constructed in Boulder County at the turn of the century. The school is architecturally significant because while it is similar in plan to other schools of the period, its materials and workmanship are atypical. In particular, the school is distinctive because of its relatively sophisticated neoclassical design in a rural mountain setting. The schoolhouse is important because it demonstrates the range of building that occurred as part of the Boulder County vernacular traditions. The unaltered condition of the school and its surroundings supports all aspects of the integrity of this important historic architectural resource.

**BIBLIOGRAPHICAL REFERENCES**

*National Register of Historic Places Registration Form, Sunshine School (BL.2675).* 1989.

The following are references used to prepare the National Register nomination:

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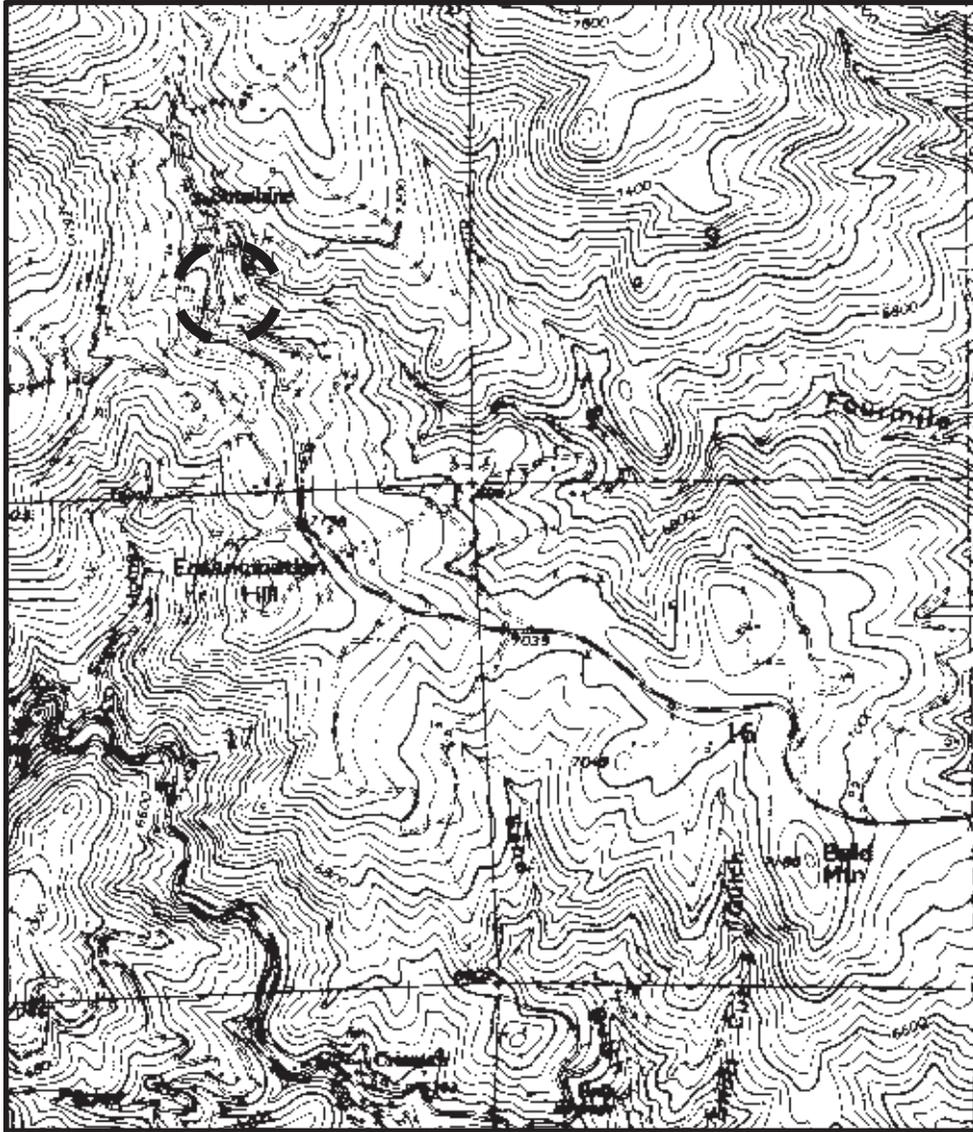
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General Location of School Site

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Continuation Sheet - Photographs



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# APPENDIX B

## Data Categories for Functions and Uses

<b>Category</b>	<b>Subcategory</b>	<b>Examples</b>
<b>DOMESTIC</b>	Single dwelling	Row house, mansion, residence, rockshelter, homestead, cave
	Multiple Dwelling	Duplex, apartment building, pueblo, rockshelter, cave
	Secondary Structure	Dairy, smokehouse, storage pit, storage shed, kitchen, garage, other dependencies
	Hotel Institutional	Inn, hotel, motel, way station
	Housing Camp	Military quarters, staff housing, poor house, orphanage
	Village Site	Hunting campsite, fishing campsite, summer camp, forestry camp, seasonal residence, temporary habitation site, tipi rings  Pueblo group.
<b>COMMERCE &amp; TRADE</b>	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	Cafe, bar, roadhouse, tavern Warehouse,
	Warehouse	commercial storage
Trade (archaeology)	Cache, site with evidence of trade, storage pit	
<b>SOCIAL</b>	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

Continued on Next Page ➡

*Appendix B, Continued*

<b>Category</b>	<b>Subcategory</b>	<b>Examples</b>
<b>GOVERNMENT</b>	Capitol	Statehouse, assembly building
	City Hall	City hall, town hall
	Correctional Facility	Police station, jail, prison
	Fire Station	Firehouse
	Government Office	Municipal building
	Diplomatic Bldg	Embassy, consulate
	Custom House	Custom house
	Post Office	Post office
	Public Works	Electric generating plant, sewer system
	Courthouse	County courthouse, Federal courthouse
<b>EDUCATION</b>	School	Schoolhouse, academy, secondary school, grammar school, trade or technical school
	College	University, college
	Library Research	Library
	Facility Education-Related	Laboratory, observatory, planetarium
		College dormitory, housing at boarding schools
<b>RELIGION</b>	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 Parsonage,
	Church-Related Residence	convent, rectory

Continued on Next Page 

*Appendix B, Continued*

<b>Category</b>	<b>Subcategory</b>	<b>Examples</b>
<b>FUNERARY</b>	Cemetery	Burying ground, burial site, cemetery, ossuary
	Graves/Burials	Burial cache, burial mound, grave
	Mortuary	Mortuary site, funeral home, crematorium
<b>RECREATION &amp; CULTURE</b>	Theater	Cinema, movie theater, playhouse
	Auditorium	Hall, auditorium
	Museum	Museum, art gallery, exhibition hall Concert-hall, opera
	Music Facility	house, bandstand, dancehall Gymnasium, swimming
	Sports Facility	pool, tennis court, playing field, stadium
	Outdoor Recreation	Park, campground, picnic area, hiking trail
	Fair	Amusement park, county fairground Commemorative
	Monument/Marker	marker, commemorative monument Sculpture,
	Work of Art	carving, statue, mural, rock art
<b>AGRICULTURE/ SUBSTITENCE</b>	Processing	Meatpacking, cannery, smokehouse, brewery, winery, gathering site
	Storage	Granary, silo, wine cellar, storage site, warehouse Pasture,
	Agricultural Field	vineyard, orchard, wheatfield, crop marks, terrace Hunting
	Animal Facility	& kill site, stockyard barn, chicken coop, apiary Fish
	Fishing Facility or Site	hatchery, fishing grounds
	Horticultural Facility	Greenhouse, plant observatory, garden
	Agricultural Outbuilding	Wellhouse, wagon shed, tool shed, barn
	Irrigation Facility	Irrigation system, canals, stone alignments, headgates, check dams

Continued on Next Page 

*Appendix B, Continued*

<b>Category</b>	<b>Subcategory</b>	<b>Examples</b>
<b>INDUSTRY/ PROCESSING/ EXTRACTION</b>	Manufacturing Facility	Mill, factory, refinery, processing plant, pottery kiln
	Extractive Facility	Coal mine, oil derrick, gold dredge, quarry, salt mine
	Waterworks	Reservoir, water tower, canal, dam, ditch Windmill,
	Energy Facility	power plant, hydroelectric dam
	Communications Facility	Telegraph cable station, printing plant, television station, telephone company facility, satellite tracking system
	Processing Site	Shell processing site, toolmaking site, copper mining and processing site
	Industrial Storage	Warehouse
<b>HEALTH CARE</b>	Hospital	Veteran's medical center, mental hospital, private or public hospital, medical research facility
	Clinic Sanitarium	Dispensary, doctor's office
	Medical Business/Office	Nursing home, rest home, sanitarium
	Resort	Pharmacy, medical supply store, doctor or dentist office
<b>DEFENSE</b>	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

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*Appendix B, Continued*

Category	Subcategory	Examples
<b>LANDSCAPE</b>	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	
<b>TRANSPORTATION</b>	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
<b>VACANT/UNUSED</b>		Use this category when the property is unused
<b>OTHER</b>		If use is not categorized above, use this category



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# APPENDIX C

## Guidelines for Describing Properties

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**BUILDINGS,  
STRUCTURES,  
&  
OBJECTS**

- A. Type or form, such as dwelling, church, or commercial block.
- B. Setting, including the placement or arrangement of buildings and other resources, such as in a commercial center or a residential neighborhood or detached in a row.
- C. General Characteristics
  - 1. Overall shape of plan and arrangement of interior spaces.
  - 2. Number of stories.
  - 3. Number of vertical divisions or bays.
  - 4. Construction materials, such as brick, wood, or stone, and wall finish, such as type of bond, coursing, or shingling.
  - 5. Roof shape, such as gabled, hip, or shed.
  - 6. Structural system, such as balloon frame, reinforced concrete, or post and beam.
- D. Specific Features
  - 1. Porches, including verandas, porticos, stoops, and attached sheds.
  - 2. Windows and doors.
  - 3. Chimney.
  - 4. Dormers.
  - 5. Other.
- E. Important decorative elements, such as finials, pilasters, barge-boards, brackets, halftimbering, sculptural relief, balustrades, corbelling, cartouches, and murals or mosaics.
- F. Significant interior features, such as floor plans, stairways, functions of rooms, spatial relationships, wainscoting, flooring, paneling, beams, vaulting, architraves, moldings, and chimneypieces.
- G. Number, type, and location of outbuildings, with dates, if known.
- H. Other manmade elements, including roadways, contemporary structures, and landscape features.
- I. Alterations or changes to the property, with dates, if known. A restoration is considered to be an alteration even if an attempt has been made to restore the property to its historic form. If there have been numerous alterations to a significant interior, also submit a sketch of the floor plan illustrating and dating the changes.

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*Appendix C, Continued*

- J. Deterioration due to vandalism, neglect, lack of use, or weather, and the effect it has had on the property's historic integrity.
  
- K. For moved properties:
  - 1. Date of move.
  - 2. Descriptions of location, orientation, and setting historically and after move.
  - 3. Reasons for move.
  - 4. Method of moving.
  - 5. Effect of the move and the new location on the historic integrity of the property.
  
- L. For restored and reconstructed buildings:
  - 1. Date of restoration or reconstruction.
  - 2. Historical basis for work.
  - 3. Amount of remaining historic material and replacement of material.
  - 4. Effect of the work on the property's historic integrity.
  - 5. For reconstructions, whether the work was done as part of a master plan.
  
- M. For properties where landscape or open space adds to the significance or setting of the property, such as rural properties college campuses, or the grounds of public buildings:
  - 1. Historic appearance and current condition of natural features.
  - 2. Land uses, landscape features, and vegetation that characterized the property during the period of significance, including gardens, walls, paths, roadways, grading, fountains, orchards, fields, forests, rock formations, open space, and bodies of water.
  
- N. For industrial properties where equipment and machinery is intact:
  - 1. Types, approximate date, and function of machinery.
  - 2. Relationship of machinery to the historic industrial operations of the property.
  
- ●
- A. Environmental setting of the property 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 site.
  
- B. Period of time when the property is known or projected to have been occupied or used. Include comparisons with similar sites and districts that have assisted in identification.

**ARCHAEOLOGICAL  
SITES**

Continued on Next Page ➡

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*Appendix C, Continued*

- C. Identity of the persons, ethnic groups, or archaeological cultures who through their activities, created the archaeological property. Include comparisons with similar sites and districts that have assisted in identification.
- D. Physical characteristics:
1. Site type, such as rockshelter, temporary camp, lithic workshop, rural homestead, or shoe factory.
  2. Prehistorically or historically important standing structures, buildings, or ruins.
  3. Kinds and approximate number of features, artifacts, and ecofacts, such as hearths, projective points, and faunal remains.
  4. Known or projected depth and extent of archaeological deposits.
  5. Known or projected dates for the period when the site was occupied or used, with supporting evidence.
  6. Vertical and horizontal distribution of features, artifacts, and ecofacts.
  7. Natural and cultural processes, such as flooding and refuse disposal, that have influenced the formation of the site.
  8. Noncontributing buildings, structures, and objects within the site.
- E. Likely appearance of the site during the periods of occupation or use. Include comparisons with similar sites and districts that have assisted in description.
- F. Current and past impacts on or immediately around the property, such as modern development, vandalism, road construction, agriculture, soil erosion, or flooding.
- G. Previous investigations of the property, including:
1. Archival or literature research.
  2. Extent and purpose of any excavation, testing, mapping, or surface collection.
  3. Dates of relevant research and field work. Identify of researchers and their institutional or organizational affiliation.
  4. Important bibliographical references.
- ●
- A. Present Condition of the site and its setting.

**HISTORIC  
SITES**

Continued on Next Page ➞

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*Appendix C, Continued*

- B. Natural features that contributed to the selection of the site for the significant event or activity, such as a spring, body of water, trees, cliffs, or promontories.
- C. Other natural features that characterized the site at the time of the significant event or activity, such as vegetation, topography, a body of water, rock formations, or a forest.
- D. Any cultural remains or other manmade evidence of the significant event or activities.
- E. Type and degree of alterations to natural and cultural features since the significant event or activity, and their impact on the historic integrity of the site.

**ARCHITECTURAL  
&  
HISTORIC  
DISTRICTS**

- F. Explanation of how the current physical environment and remains of the site reflect the period and associations for which the site is significant.



- A. Natural and manmade elements comprising the district, including prominent topographical features and structures, buildings, sites, objects, and other kinds of development.
- B. Architectural styles or periods represented and predominant characteristics, such as scale, proportions, materials, color, decoration, workmanship, and quality of design.
- C. General physical relationship of buildings to each other and to the environment, including facade lines, street plans, squares, open spaces, density of development, landscaping, principal vegetation, and important natural features. Any changes to these relationships over time. Some of this information may be provided on a sketch map.
- D. Appearance of the district during the time when the district achieved significance and any changes or modifications since.
- E. General character of the district, such as residential, commercial, or industrial, and the types of buildings and structures, including outbuildings and bridges, found in the district.
- F. General condition of buildings, including alteration, additions, and any restoration or rehabilitation activities.

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*Appendix C, Continued*

- G. Identity of buildings, groups of buildings, or other resources that do and do not contribute to the district's significance.
- H. Most important contributing buildings, sites, structures, and objects. Common kinds of other contributing resources.
- I. Qualities distinguishing the district from its surroundings.
- J. Presence of any archaeological resources that may yield important information with any related paleo-environmental data.
- K. Open spaces such as parks, agricultural areas, wetlands, and forests, including vacant lots or ruins that were the site of activities important in prehistory or history.
- L. For industrial districts:
  - 1. Industrial activities and processes, both historic and current, within the district; important natural and geographical features related to these processes or activities, such as waterfalls, quarries, or mines.
  - 2. Original and other historic machinery still in place.
  - 3. Transportation routes within the district, such as canals, railroads, and roads including their approximate length and width and the location of terminal points.
- M. For rural districts:
  - 1. Geographical and topographical features such as valleys, vistas, mountains, and bodies of water that convey a sense of cohesiveness or give the district its rural or natural characteristics.
  - 2. Examples and types of vernacular, folk, and other architecture, including outbuildings, within the district.
  - 3. Manmade features and relationships making up the historic and contemporary landscape, including the arrangement and character of fields, roads, irrigation systems, fences, bridges, earthworks, and vegetation.
  - 4. The historic appearance and current condition of natural features such as vegetation, principal plant materials, open space, cultivated fields, or forests.



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**APPENDIX D**  
**Data Categories for Areas of Significance**

Appendix D

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 buildings and structures to serve human needs.
Archaeology		The study of prehistoric and historic cultures through excavation and the analysis of physical remains.
	Prehistoric Historic-	Archaeological study of aboriginal cultures before the advent of written records.
	Aboriginal Historic-	Archaeological study of aboriginal cultures after the advent of written records.
	Non-aboriginal	Archaeological study of non-aboriginal cultures after the advent of written records.
Art Commerce		The creation of painting, printmaking, photography, sculpture, and decorative arts.
Communications		The business of trading goods, services, and commodities.
Community Planning & Development		The technology and process of transmitting information.
Conservation		The design or development of the physical structure of communities.
Economics		The preservation, maintenance, and management of natural or manmade resources.
Education		The study of the production, distribution, and consumption of wealth; the management of monetary and other assets.
Engineering		The process of conveying or acquiring knowledge or skills through systematic instruction, training, or study.
Entertainment/Recreation		The practical application of scientific principles to design, construct, and operate equipment, machinery, and structures to serve human needs.

Appendix D, Continued

Ethnic Heritage		The development and practice of leisure activities for refreshment, diversion, amusement, or sport.
	Asian	The history of persons having a common ethnic or racial identity.
	Black	The history of persons having origins in the Far East, Southeast Asia, or the Indian subcontinent.
	European	The history of persons having origins in any of the black racial groups of Africa.
	Hispanic Native	The history of persons having origins in Europe.
	American Pacific	The history of persons having origins in the Spanish-speaking areas of the Caribbean, Mexico, Central America, and South America.
	Islander Other	The history of persons having origins in any of the original peoples of North America, including American Indian and American Eskimo cultural groups.
		The history of persons having origins in the Pacific Islands, including Polynesia, Micronesia, and Melanesia.
Exploration/Settlement		The history of persons having origins in other parts of the world, such as the Middle East or North Africa.
Health/Medicine		The investigation of unknown or little known regions; the establishment and earliest development of new settlements or communities.
Industry		The care of the sick, disabled, and handicapped; the promotion of health and hygiene.
Invention		The technology and process of managing materials, labor, and equipment to produce goods and services.
Landscape Architecture		
Law		The art of originating by experiment or ingenuity an object, system, or concept of practical value.
Literature		The practical art of designing or arranging the land for human use and enjoyment.
Maritime History		
Military		The interpretation and enforcement of society's legal code.

Appendix D, Continued

Performing Arts	The creation of prose and poetry.
Philosophy	The history of the exploration, fishing, navigation, and use of inland, coastal, and deep sea waters.
Politics/Government	The system of defending the territory and sovereignty of a people.
Religion	The creation of drama, dance, and music. The theoretical study of thought, knowledge, and the nature of the universe.
Science	The enactment and administration of laws by which a nation, State, or other political jurisdiction is governed; activities related to political process.
Social History	
Transportation	The organized system of beliefs, practices, and traditions regarding mankind's relationship to perceived supernatural forces.
Other	The systematic study of natural law and phenomena.

● ● its social groups.

The process and technology of conveying passengers or materials.

Any area not covered by the above categories.

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# **APPENDIX E**

## **Guidelines for Evaluating and Stating Significance**

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*Appendix E*

The following questions should be considered when evaluating the significance of a property and developing the statement of significance. Incorporate in the narrative the answers to the questions directly pertaining to the property's historic significance and integrity.

**For All Properties:**

- A. What events took place on the significant dates indicated on the form, and in what ways are they important to the property?
- B. In what ways does the property physically reflect its period of significance, and in what ways does it reflect changes after the period of significance?
- C. What is the period of significance based upon? Be specific and refer to existing resources or features within the property or important events in the property's history.

**Buildings, Structures, and Objects:**

- A. If the property is significant for its association with historic events, what are the historically significant events or patterns of activity associated with the property? Does the existing building, object, or structure reflect in a tangible way the important historical associations? How have alterations or additions contributed to or detracted from the resource's ability to convey the feeling and association of the significant historic period?
- B. If the property is significant because of its association with an individual, how long and when was the individual associated with the property and during what period in his or her life? What were the individual's significant contributions during the period of association? Are there other resources in the vicinity also having strong associations with the individual? If so, compare their significance and associations to that of the property being documented.
- C. If the property is significant for architectural, landscape, aesthetic, or other physical qualities, what are those qualities and why are they significant? Does the property retain enough of its significant design to convey these qualities? If not, how have additions or alterations contributed to or detracted from the significance of the resource?
- D. Does the property have possible archaeological significance and to what extent has this significance been considered?
- E. Does the property possess attributes that could be studied to extract important information? For example: does it contain tools, equipment, furniture, refuse, or other materials that could provide information about the social organization of its occupants, their relations with other persons and groups, or their daily lives? Has the resource been rebuilt or added to in ways that reveal changing concepts of style or beauty?
- F. If the property is no longer at its original location, why did the move occur? How does the new

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*Appendix E, Continued*

location affect the historical and architectural integrity of the property?

**Historic Sites:**

- A. How does the property related to the significant event, occupation, or activity that took place there?
- B. How have alterations such as the destruction of original buildings, changes in land use, and changes in foliage or topography affected the integrity of the site and its ability to convey its significant associations? For example, if the forested site of a treaty signing is now a park in a suburban development, the site may have lost much of its historic integrity and may not be eligible for the National Register.
- C. In what ways does the event that occurred here reflect the broad patterns of American history and why is it significant?

**Architectural and Historic Districts:**

- A. What are the physical features and characteristics that distinguish the district, including architectural styles, building materials, building types, street patterns, topography, functions and land uses, and spatial organization?
- B. What are the origins and key events in the historical development of the district? Are any architects, builders, designers, or planners important to the district's development?
- C. Does the district convey a sense of historic and architectural cohesiveness through its design, setting, materials, workmanship, or association?
- D. How do the architectural styles or elements within the district contribute to the feeling of time and place? What period or periods of significance are reflected by the district?
- E. How have significant individuals or events contributed to the development of the district?
- F. How has the district affected the historical development of the community, region, or State? How does the district reflect the history of the community, region, or State?
- G. How have intrusions and noncontributing structures and buildings affected the district's ability to convey a sense of significance?
- H. What are the qualities that distinguish the district from its surroundings?
- I. How does the district compare to other similar areas in the locality, region, or State?
- J. If there are any preservation or restoration activities in the district, how do they affect the significance of the district?

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*Appendix E, Continued*

- K. Does the district contain any resources outside the period of significance that are contributing? If so, identify and explain their importance.
- L. If the district has industrial significance, how do the industrial functions or processes represented relate to the broader industrial or technological development of the locality, region, State, or nation? How important were entrepreneurs, engineers, designers, and planners who contributed to the development of the district? How do the remaining buildings, structures, sites, and objects within the district reflect industrial production or process?
- M. If the district is rural, how are the natural and manmade elements of the district linked historically or architecturally, functionally, or by a common ethnic or social background? How does the open space constitute or unite significant features of the district?
- N. Does the district have any resources of possible archaeological significance? If so, how are they likely to yield important information? How do they relate to the prehistory or history of the district?



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# **APPENDIX F**

## **Guidelines for Boundary Identification**

### **Boundary Selection:**

Select boundaries to encompass, but not to exceed, the full extent of the significant resources and land area making up the property.

You may use one or more of the following techniques to describe properties:

- Legally recorded boundary lines.
- Natural topographic features, such as ridges, valleys, rivers, and forests.
- Manmade features, such as stone walls; hedgerows; the curblines of highways, streets, and roads, areas of new construction.
- For large properties, topographic features, countour lines, or section lines may be used.

### **A few more tips for determining boundaries of historic districts:**

- Select boundaries to encompass the single area of land containing the significant concentration of buildings, sties, structures, or objects making up the district. The district's significance and historic integrity should help determine the boundaries. Consider the following factors:
- Visual barriers that mark a change in the historic character of the area or that break the continuity of the district, such as new construction, highways, or development of a different character.
- Visual changes in the character of the area due to the different architectural styles, types or periods, or to a decline in the concentration of contributing resources.
- Boundaries at a specific time in history, such as the original city limits or the legally recorded boundaries of a housing subdivision, estate, or ranch.
- Clearly differentiated patterns of historical development, such as commercial versus residential or industrial.

### **A historic district may have discontinuous elements only under the following circumstances:**

- When visual continuity is not a factor of historic significance, when resources are geographically separate, and when the intervening space lacks significance: for example, a cemetery located outside a rural village.
- When human constructed resources are interconnected by natural features that are excluded from designation.
- When a portion of the district has been separated by intervening development or highway construction and when the separated portion has sufficient significance and integrity to meet the criteria for landmark designation.