



Historic Preservation Services
Community Development & Neighborhood Services
281 N. College Ave.
Fort Collins, CO 80524
970.224.6078
preservation@fcgov.com
fcgov.com/historicpreservation

CERTIFICATE OF APPROPRIATENESS

ISSUED: January 6, 2025

EXPIRATION: January 6, 2026

Matt King
c/o Brian Stephenson, Basement Escape
519 N. Overland Trl.
Fort Collins, CO 80521

Dear Property Owner:

This letter provides you with confirmation that the proposed changes to your designated historic property at 223 E. Elizabeth St. have been approved by the City's Historic Preservation Division because the proposed work meets the criteria and standards in Chapter 14, [Article IV](#) of the Fort Collins Municipal Code as well as the requirements of Section 5.8.1 of the Land Use Code.

- 1) Replacement of existing west elevation basement window with Pella Impervia fiberglass window – opening width not to change; additional height through downward cutting only.

Notice of the approved application has been provided to building and zoning staff to facilitate the processing of any permits that are needed for the work.

Please note that all ensuing work must conform to the approved plans. Any non-conforming alterations are subject to stop-work orders, denial of Certificate of Occupancy, and restoration requirements and penalties.

If the approved work is not completed prior to the expiration date noted above, you may apply for an extension by contacting staff at least 30 days prior to expiration. Extensions may be granted for up to 12 additional months, based on a satisfactory staff review of the extension request.

Property owners can appeal staff design review decisions by filing a written notice of appeal to the Director of Community Development & Neighborhood Services within fourteen (14) days of this decision. If you have any questions regarding this approval, or if I may be of any assistance, please do not hesitate to contact me. I can be reached at yjones@fcgov.com or at 970-224-6045.

Sincerely,

Yani Jones
Historic Preservation Planner

Applicable Code Standard	Summary of Code Requirement and Analysis (Rehabilitation)	Standard Met (Y/N)
SOI #1	<p><i>A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships;</i></p> <p>This basement egress window conversion will not impact the residential use of this property.</p>	Y
SOI #2	<p><i>The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.</i></p> <p>Because an existing window opening that is on a side elevation will be modified for this basement egress window project, the historic character of the property will be retained.</p>	Y
SOI #3	<p><i>Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.</i></p> <p>Both the window's size as an egress window and its material, fiberglass, will distinguish it as a modern alteration, which prevents the creation of a false sense of historical development.</p>	Y
SOI #4	<p><i>Changes to a property that have acquired historic significance in their own right will be retained and preserved.</i></p>	N/A
SOI #5	<p><i>Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.</i></p> <p>Because an existing window opening will be used, and because only downward cutting will be needed for the egress window installation, material destruction related to this project is minimized. This Standard is considered met.</p>	Y

<p>SOI #6</p>	<p><i>Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.</i></p> <p>This window replacement project is life-safety related code requirement. The window being replaced also does not appear historic, based on submitted photos, and the replacement window type and material are appropriate substitutes. This Standard is also considered met.</p>	<p>Y</p>
<p>SOI #7</p>	<p><i>Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.</i></p>	<p>N/A</p>
<p>SOI #8</p>	<p><i>Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.</i></p> <p>It is unlikely that archaeological resources will be uncovered as part of the excavation needed for this project, but the applicant should be advised of this Standard and contact Historic Preservation Services immediately should any archaeological resources be found (preservation@fcgov.com, 970-224-6078)</p>	<p>Y</p>
<p>SOI #9</p>	<p><i>New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.</i></p>	<p>N/A</p>
<p>SOI #10</p>	<p><i>New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.</i></p>	<p>N/A</p>



BUILDING PERMIT APPLICATION:

Fenestration (exterior doors & windows)

Check all the apply: **All information on the application must be filled out (as applicable).**

Residential Commercial
Single family detached Duplex/Two-Family Single Family Attached (Townhome) Multi-Family (Apartment/Condo)
Garage Bank Bar Church Hotel/Motel Medical Office Retail Other : _____

JOB SITE ADDRESS: _____ **UNIT#:** _____

PROPERTY OWNER INFO: (All owner information is required – NOT optional)

Last Name _____ First Name _____ Middle _____
Street Address _____ City _____ State _____ Zip _____
Phone # _____ Email _____

CONTRACTOR INFO:

Company Name _____
License Holder Name _____ LIC # _____ CERT # _____

CONSTRUCTON INFO:

1. Like for like fenestration replacements (non-structural):

	Quantity replaced	Is the fenestration operable? (commercial and more than 3 story multi-family only)	U- factor	SHGC factor	Is % glazing transparency the same (commercial only) Ground floor = 60% glazing (transparency) Upper floors = 40% glazing (transparency)
Windows					
Doors					
Skylight					

*For code requirements see **window guide** and **codes**

2. Structural Fenestration: New or enlarged openings, new or enlarged basement egress windows (including lowering sill heights in a foundation wall)

VALUE OF CONSTRUCTION (materials and labor): \$ _____

JOBSITE SUPERVISOR CONTACT INFO: Name _____ Phone _____

SUBCONTRACTOR INFO:

Electrical _____ Mechanical _____ Plumbing _____

Structural Framing (wood only) _____

Applicant: I hereby acknowledge that I have read this application and state that the above information is correct and agree to comply with all requirements contained herein and City of Fort Collins ordinances and state laws regulating building construction.

Applicant Signature _____ Type or Print Name _____
Phone # _____ Email _____

THIS APPLICATION EXPIRES 180 DAYS FROM APPLICATION DATE



Community Development & Neighborhood Services
281 North College Avenue
Fort Collins, CO 80524
970.416.2740
fcgov.com

Residential Basement Egress Window Installation Acknowledgement

Installation of a code-compliant egress window in a previously-finished basement is not sufficient to establish legal completion and use of a basement as habitable space.

A building permit and inspections are required for basement finishes in the City of Fort Collins. Upon completion of construction and inspections, a Letter of Completion is issued establishing a basement as finished.

Other sources of property information, such as the County Assessor's records, are not sufficient to determine whether construction was permitted. Inquiries regarding permit records for buildings in Fort Collins should be made to City of Fort Collins Building Services directly.

Application for an egress window install has been made by: _____

Job Site Address: 223 East Elizabeth St. Fort Collins, CO 80524

Permit application #: _____

Per the information provided, this basement is currently finished; however, City records show this to be an unfinished basement. Therefore to obtain this egress window install permit, I acknowledge the following (check both and sign):

- I understand that adding an egress window is not sufficient to establish legal completion and use of the basement as habitable space.
- I understand that a separate permit and Letter of Completion must be obtained prior to the use of a finished basement, bedroom, or habitable space.

Home owner print name: Elizabeth 223, LLC
Josh Harrison, manager

Home owner signature:  Date: 12/20/24

D. M. FERRIN
4336 E. County Road 48
Fort Collins, Colorado 80524

970-493-9394

P.E. #11585

December 19, 2024

Basement Safe
Attn: Brian Stephenson
519 N. Overland Trail
Fort Collins, CO 80521

Site Address: 223 E. Elizabeth
Fort Collins, CO 80524

The above site was personally inspected on December 18, 2024. The plans call for one 5' x 4' approved egress window to replace an existing 5' x 3' window located on the West side of this two story house. The window will be set in a concrete foundation topped by a wooden sill plate and rim joist. The siding above is wood. There will be no disturbance to the existing sill plate or rim joist and using your 3" x 3" x 1/4" aluminum frame is therefore approved for replacement.

Sincerely,



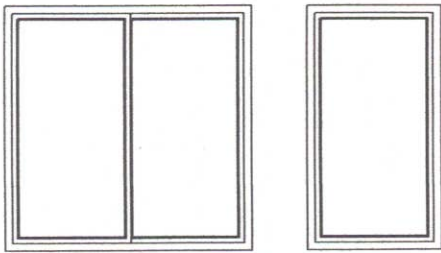
David Ferrin
P.E. #11585



WALL ABOVE

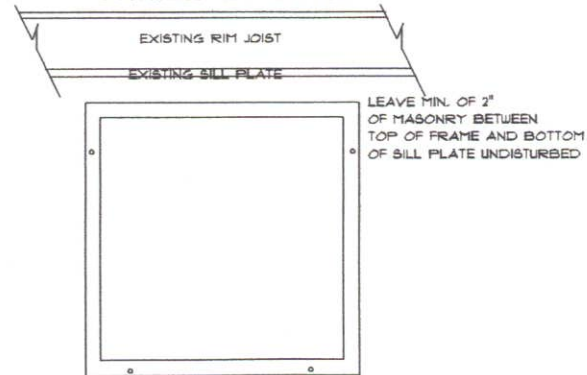
TYPICAL PLAN VIEW INSTALLATIONS OF THE BasementEscape.com EGRESS WINDOW SYSTEM tm

NOT TO SCALE



ALL INSTALLATIONS TO HAVE
4' to 6' WIDE X 4' to 6' TALL VINYL OR FIBERGLASS
SLIDING WINDOW or 30" to 48"
WIDE X 4' to 6' TALL
CASEMENT WINDOW WITH U FACTOR
LESS THAN 0.28

AS LONG AS EXISTING SILL PLATE
AND RIM JOIST REMAIN UNDISTURBED
4'X4' ALUMINUM FRAME IS
DESIGNED TO SUPPORT UP TO
3 STORIES AND ROOF LOAD.
FRAME WOULD NEED TO BE
CONSTRUCTED OF 4"X4" ANGLE
FOR OPENINGS FROM 4'-6"-6' WIDE



SAWCUT EXISTING MASONRY
FOUNDATION WALL TO
ACCEPT NEW FRAME AND
OPENING SIZE

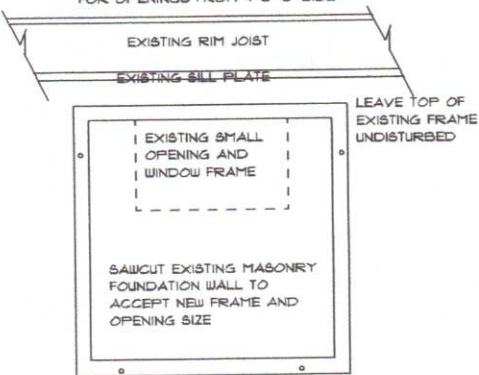
4'X4' STRUCTURAL ALUMINUM FRAME
MADE FROM 3"X3"X1/4" ALUMINUM ANGLE
IRON. ATTACHED TO MASONRY FOUNDATION
WALL WITH 4-3/8"X3" SIMPSON TITEN ANCHORS.
1/4"X1/4" BUTYL RUBBER TAPE TO BE USED ON
ALL 4 SIDES AS SEALANT BETWEEN FRAME AND WALL

EXISTING FOOTING

FOUNDATION WALL WITH NO EXISTING WINDOW

WALL ABOVE

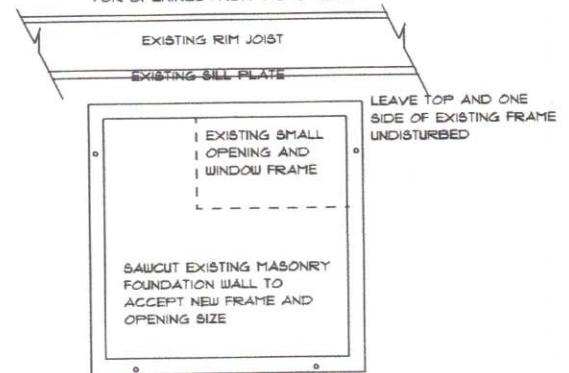
AS LONG AS EXISTING SILL PLATE
AND RIM JOIST REMAIN UNDISTURBED
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EXISTING FOOTING

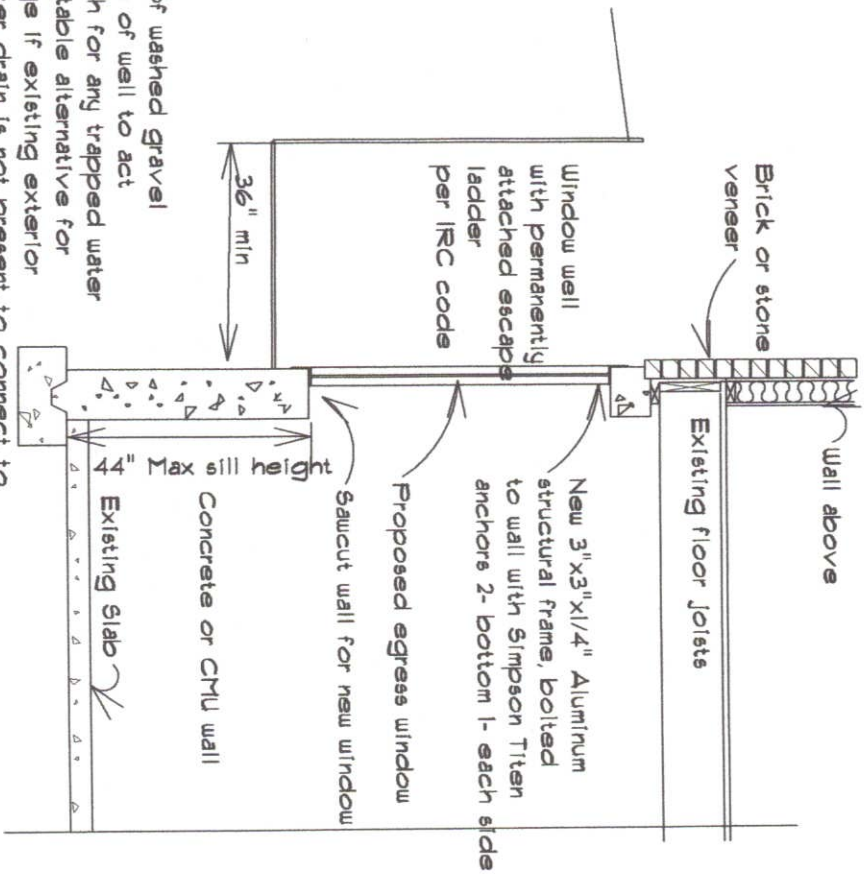
INSTALLATION CENTERED ON EXISTING WINDOW

EXISTING FOOTING

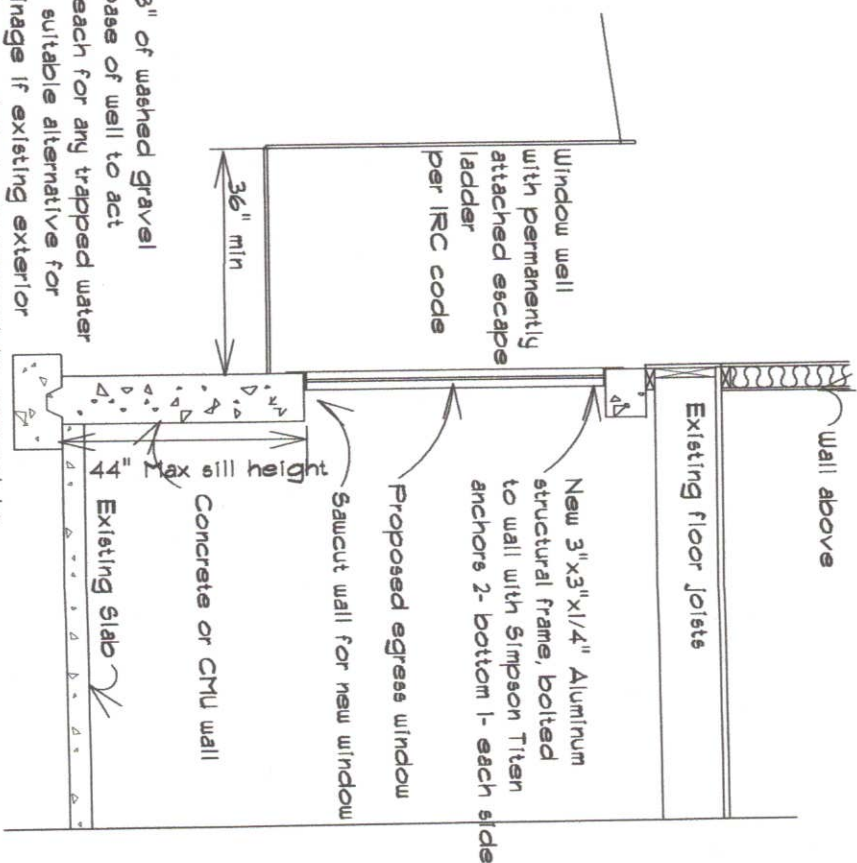
INSTALLATION USING ONE SIDE OF EXISTING WINDOW

TYPICAL BASEMENT EGRESS WINDOW INSTALLATION SECTION

NOT TO SCALE BasementEscape.com tm



6"-8" of washed gravel
 In base of wall to act
 as leach for any trapped water
 is a suitable alternative for
 drainage if existing exterior
 perimeter drain is not present to connect to
 gutters and downspouts as
 long as overlot drainage and
 properly functioning. per R405.1/R310.2.2



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From: [Basement Escape](#)
To: [Yani Jones](#)
Subject: [EXTERNAL] Re: Permit B2409681 - 223 E Elizabeth - Historic Preservation Review
Date: Monday, January 6, 2025 12:33:17 PM

Hi Yani

I hope you had a Happy New year and holiday season. Please see attached photos of the front and West side. We are replacing the existing 5'x3' sliding window with a 5'x4' Pella Impervia fiberglass window, elevation will look the same as the new work will take place by cutting lower in the existing window well. Let us know if you need anything else

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Thanks,

Brian Stephenson
(970)218-3390
BasementEscape.com

On Thu, Jan 2, 2025 at 9:24 AM Yani Jones <yjones@fcgov.com> wrote:

Hi Brian!

I was routed on your permit application for a basement egress window at 223 E. Elizabeth St. because that multi-unit dwelling is designated as historic as part of the Laurel School Historic District. Historic Preservation review is required for all exterior alterations under Municipal Code Chapter 14, Article IV and Land Use Code Sec. 5.8.1 for this Historic Resource.

For the purposes of that review, would you please send over the following?

- A photo of the front of the home and a photo of the elevation where the window replacement is planned, with the window to be replaced circled or otherwise indicated
- Description of the existing and proposed window type (slider, casement, etc.) and material (fiberglass is advised for the new window)

I'll put a "hold" on the permit app so the Building folks know you're working on getting me these things – Thank you!

Take care,

Yani

.....
YANI JONES

Pronouns: She/Her ([What's this?](#))

Historic Preservation Planner

City of Fort Collins Historic Preservation Services

(970) 224-6045

<https://www.fcgov.com/historicpreservation/>

Get monthly historic preservation updates in your inbox by toggling on “Historic Preservation Matters” [here](#), or email preservation@fcgov.com to be added to the newsletter mailing list!

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Thank You,
Brian Stephenson
970-227-0789 Office/Text







