



**Historic Preservation Services**  
Community Development & Neighborhood Services  
281 N. College Ave.  
Fort Collins, CO 80524  
970.224.6078  
[preservation@fcgov.com](mailto:preservation@fcgov.com)  
[fcgov.com/historicpreservation](http://fcgov.com/historicpreservation)

**CERTIFICATE OF APPROPRIATENESS – Minor Alteration**

**ISSUED: February 20, 2025**

**EXPIRATION: February 20, 2026**

DRN LLC  
c/o Kristi Jenkins-Correa, Signarama  
1600 E. Mulberry St. #2  
Fort Collins, CO 80524

Dear Property Owner:

This letter provides you with certification that proposed work to your designated Fort Collins landmark property, the Stover Building (south) at 255 Linden St., has been approved by the City's Historic Preservation Division (HPD) because the proposed work appears to be routine in nature with minimal effects to the historic resource, and meets the requirements of Chapter 14, [Article IV](#) of the Fort Collins Municipal Code.

The alterations reviewed include:

- Projecting wall sign

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 work beyond that indicated in your permit application/correspondence requires additional approval.

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.

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](mailto:yjones@fcgov.com) or at (970) 224-6045.

Sincerely,

Yani Jones  
Historic Preservation Planner

## SIGN PERMIT APPLICATION

**SUBMITTAL REQUIREMENTS:**

- ELECTRONIC SUBMITTALS ONLY - EMAIL [zoning@fcgov.com](mailto:zoning@fcgov.com) \*Please collate application and drawings into one PDF document\*
- ALL SIGN PERMIT APPLICATIONS MUST BE ACCOMPANIED BY DETAILED DRAWINGS INDICATING SITE LOCATION & DIMENSIONS

Address (unit/suite #): <u>255 Linden St. , Fort Collins, CO 80524 US</u>	Date: <u>2/19/2025</u>
Business/Tenant Name: <u>The Duchess Tea Room</u>	Valuation (materials & labor): <u>924.12</u>

**SIGNS TO BE INSTALLED**

WALL SIGNS-TYPES: FLSW-flush wall, INDL-individual letter

TYPE	TEXT	DIMENSIONS H x W x D (in feet)	SIGN AREA	DIRECTION N, S, E, W	ILLUMINATED YES / NO

\*\*\*RACEWAY MAY NOT EXCEED 50% OF THE AVERAGE HEIGHT OF ATTACHED LETTERS AND/OR SHAPES\*\*\*

GROUND SIGNS-TYPES: MNMT-monument, POLE, DTLN-drive-thru lane

TYPE	TEXT	SIGN AREA	OVERALL HEIGHT *FROM FLOWLINE OF ADJACENT STREET* *INCLUDE STREET TO WHICH SIGN IS ADJACENT*	ILLUMINATED YES / NO

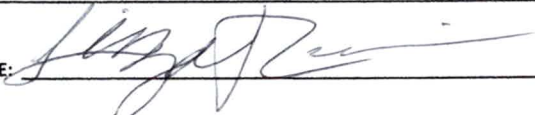
\*\*\*ALL GROUND SIGN APPLICATIONS MUST INCLUDE SITE PLAN WITH DISTANCE TO PROPERTY LINE\*\*\*

OTHER SIGNS-TYPES: AWNG, PRFN – fin signs (projecting wall), CNPY – canopy, SDRF – secondary roof

TYPE	TEXT	DIMENSIONS H x W x D (in feet)	SIGN AREA	DIRECTION N, S, E, W	ILLUMINATED YES / NO
PFRN	The DUCHESS TEA ROOM AND CAFE	1.333H x 1.8333W	2.4437889	NE & SW	NO

\*\*\*ROOM FOR ADDITIONAL SIGNS ON NEXT PAGE\*\*\*

CONTRACTOR NAME: Signarama Fort Collins CONTRACTOR LIC. #: SG- 2586 PHONE #: 970-204-1805

APPLICANT SIGNATURE:  EMAIL ADDRESS: liza@signaramafortcollins.com

\*SIGN PERMITS MAY BE ISSUED TO LICENSED SIGN CONTRACTORS, PROPERTY OWNERS OR APPLICANTS WHO HAVE THE WRITTEN CONSENT OF THE OWNER  
 \*\*SIGN PERMITS MAY NOT BE ISSUED IF CONTRACTOR LICENSE IS OUT OF DATE. CONTACT [contractor\\_licensing@fcgov.com](mailto:contractor_licensing@fcgov.com) FOR LICENSE STATUS

Sign Type

Hanging Bracket

22"

Sign Specifications

Hanging Bracket  
MDO 1/2"  
2 Sides



16"



Install Here



Top of bracket  
@ 30" above  
blue tape line

96" from bottom  
of sign to ground



Install & Mounting

Mounting Hardware  
Hooks for hanging

Permit Specifications

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

**Fort Collins**  
**Signarama**  
WOMEN OWNED

1600 E. Mulberry St. #2  
Fort Collins, CO 80524

970-204-1805

www.signaramafortcollins.com

Job Name

The Duchess Tea Room

Address

255 Linden St  
Fort Collins, CO 80524

Paint & Finish Colors

P1	
P2	
P3	

Film & Finish Colors

F1	
F2	
F3	

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THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRIC SIGN CODE. THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRIC SIGN CODE



ALL SIGNAGE WILL REQUIRE 120V ELECTRICAL SERVICE OR AS INDICATED ON DRAWING

