

Grant Application Staff Report

Date: February 27, 2025
To: Douglas County Board of County Commissioners
Through: Douglas J. DeBord, County Manager
From: Terence T. Quinn, AICP, Director of Community Development *TQ*
CC: Brittany Cassell, Curator
Lauren Pulver, Planning Supervisor
Kati Carter, AICP, Assistant Director of Planning Resources
Subject: State Historical Fund Grant application for Greenland Post Office restoration in the amount of \$168,006 and a County contribution of \$56,003

Board of County Commissioners Meeting:

March 11, 2025 @ 1:30 p.m.

I. EXECUTIVE SUMMARY

Staff is requesting approval to apply for a State Historical Fund (SHF) grant to continue restoration work at the Greenland Post Office in the amount of \$168,006, requiring a cash match from the County of \$56,003. The application is due on April 1, 2025.

II. REQUEST

A. Request

This is a request for approval of a \$168,006 SHF grant application for restoration and stabilization work at the Greenland Post Office. The County's cash match is projected to be \$56,003, which is 25% of the total project funding. The total funding for the project is \$226,799. The funds for the cash match have been requested from the 2025 Parks, Trails, Historic Resources and Open Space (PTHROS) sales tax fund and are waiting for approval. The County has the ability to not accept the award should funding not be available.

B. Location

The property is located at 1524 E Noe Road, in the southeastern portion of Douglas County. The attached maps show the general vicinity and zoning of the property.

III. BACKGROUND

The County was awarded a SHF grant in 2019 in the amount of \$156,160, with total project funding at \$208,213. The previous grant focused on foundation, floor, and wall stabilization. The grant also funded an asphalt shingle siding study. The next phase, and purpose of this application, is to continue restoration on the Greenland Post Office and focus on restoration of the windows and doors.

The post office was a significant contributor to the growth and development of the Town of Greenland from 1925 to 1959. It was a significant element of the cultural and social growth of the community, as the citizens came to the post office to catch up on the local news and learn about what was going on elsewhere in the County. The post office was located in a rural part of the County, serving Greenland and several large ranches in the area.

The post office, along with its outbuildings, are some of the only remaining buildings in the Greenland Townsite that are considered to be historically significant. The Townsite was designated as a County landmark in 2011.

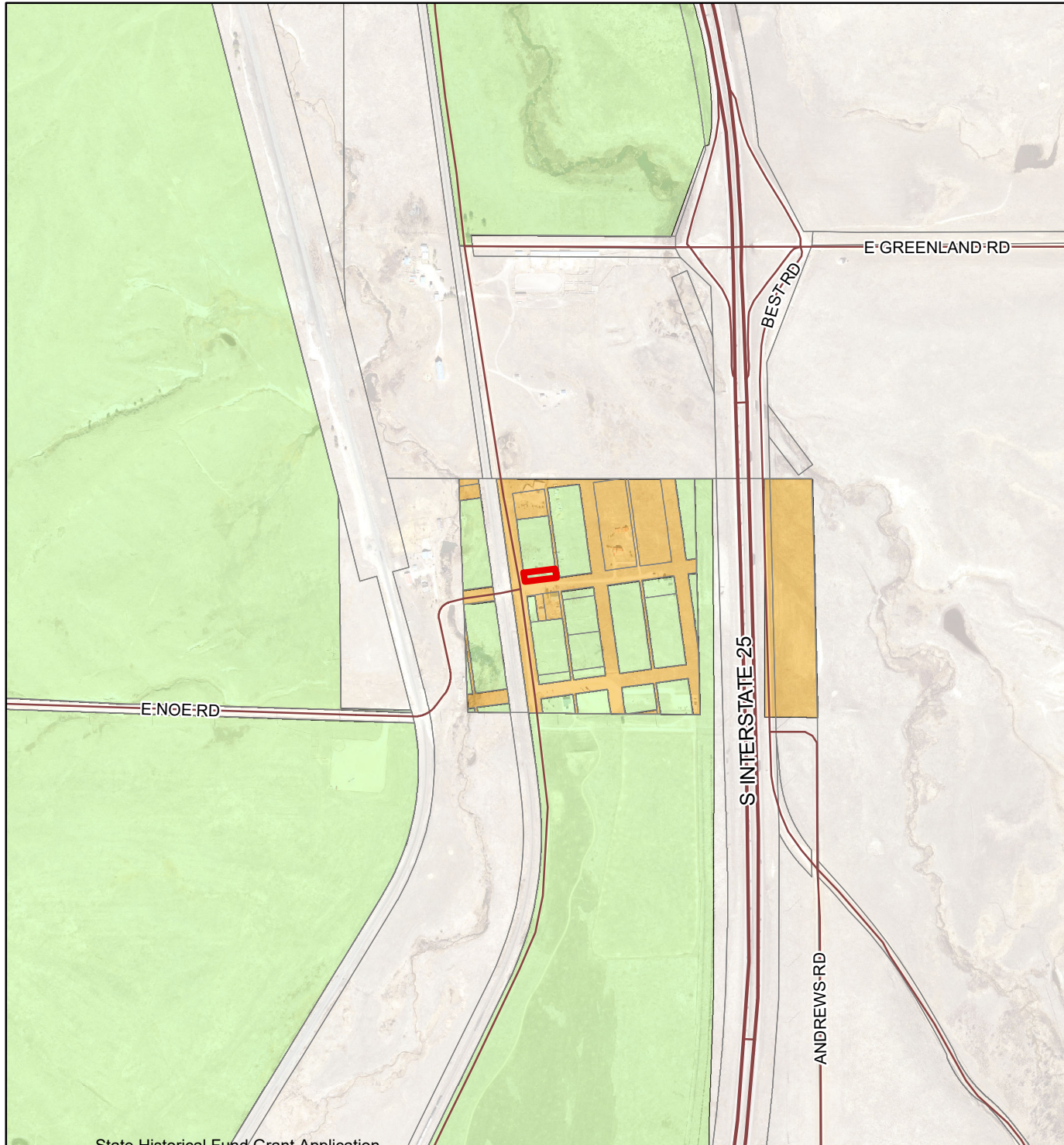
IV. RECOMMENDED ACTION

The SHF grant application for Greenland Post Office in the amount of \$168,006, with a County contribution of \$56,003 may be approved for submission by the Board of County Commissioners as it complies with County approval standards and policies. Technical corrections will be made to the application prior to the April 1, 2025 submittal deadline.

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STATE HISTORICAL FUND GRANT REQUEST GREENLAND POST OFFICE

ZONING & VICINITY MAP

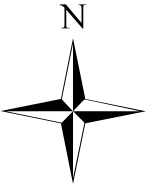


LEGEND

- PROJECT SITE
- MAJOR ROADS
- OTHER ROADS

ZONE DISTRICT

- A1 - AGRICULTURAL ONE
- LRR - LARGE RURAL RESIDENTIAL
- RR - RURAL RESIDENTIAL
- ER - ESTATE RESIDENTIAL
- SR - SUBURBAN RESIDENTIAL
- MF - MULTIFAMILY
- LSB - LIMITED SERVICE BUSINESS
- B - BUSINESS
- C - COMMERCIAL
- LI - LIGHT INDUSTRIAL
- GI - GENERAL INDUSTRIAL
- CMTY - SEDALIA COMMUNITY
- D - SEDALIA DOWNTOWN
- HC - SEDALIA HIGHWAY COMMERCIAL
- MI - SEDALIA MIXED INDUSTRIAL
- PD - PLANNED DEVELOPMENT
- OS - OPEN SPACE CONSERVATION
- NF - NATIONAL FOREST
- INCORPORATED AREAS






STATE HISTORICAL FUND GRANT REQUEST GREENLAND POST OFFICE

AERIAL MAP



LEGEND

-  PROJECT SITE
-  MAJOR ROADS
-  OTHER ROADS



E-NOE-RD

Competitive Grant Application - April 2025

Organization and Contact Information

Questions about the grant application? Please refer to the [State Historical Fund Guidebook](#) or email SHF staff at hc_shf@state.co.us.

History Colorado State Historical Fund is committed to providing equitable access to our grants to everyone. If you require an accommodation to fill out the grant application, please view [History Colorado's accessibility statement](#) to make an accommodation request, or contact hc_shf@state.co.us.

Applicant Organization

Applicant Organization Name

Douglas County Department of Community Development

Federal Tax ID Number

Please enter the 9-digit Tax ID #. Please do not include spaces or dashes.

846000761

First Time Applying?

Please check box below if this is the first time your organization is applying for an SHF grant

No

Applicant Organization Representative

This individual is the legal contact between the State Historical Fund and the Applicant organization, and should have the legal authority to sign contracts.

First Name

Brittany

Last Name

Cassell

Title

Grant Administrator, Administrator for the Douglas County Historic Preservation Board, Douglas Count

Mailing Address

Include floor number, suite number, etc.

100 Third Street

City **State**

Castle Rock CO

Zip Code

80104

Telephone

Ex. xxx-xxx-xxxx

720-661-9103

E-mail Address

bcassell@douglas.co.us

Grant Recipient Contact

This individual will be the primary point of contact between the State Historical Fund and the grant recipient organization throughout the project. Private owners can not be the grant recipient contact.

Prefix

Ms.

Contact First Name

Brittany

Contact Last Name

Cassell

Title

Grant Administrator, Administrator for the Douglas County Historic Preservation Board, Douglas Count

Grant Recipient Contact's Organization

Douglas County Department of Community Development

Mailing Address

Include floor number, suite number, etc.

100 Third Street

City **State**

Castle Rock CO

Zip Code

80104

Primary Phone

Ex. xxx-xxx-xxxx

720-661-9103

E-mail Address

bcassell@douglas.co.us

Property and Project Information

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Property Owner Information

Does your Survey or Planning project require access to private property? If so, please attach property owner permission in a signed letter of support or on the property owner signature page attachment.

Is the Property owned by the Applicant Organization?

Yes

Legal Property Owner Name

Douglas County Government

Property Owner Tax Status

Public Entity

Property Owner First Name**Property Owner Last Name****Mailing Address**

Include floor number, suite number, etc.

100 Third Street

City

Castle Rock

State

CO

Zip Code

80104

Telephone

Ex. xxx-xxx-xxxx

State Historical Fund Grant Application

Greenland Post Office

Board of County Commissioners Staff Report - Page 7 of 36

720-661-9103

Email

bcassell@douglas.co.us

Geographic Information

County and City where Project is located

Douglas-Castle Rock

In 2021, new Colorado state legislative districts were drawn. Your district may have changed, please verify! Select legislative districts where the property/resource is located. If project benefits the entire state, select "Statewide". Don't know your legislative districts? Click [here](#).

Colorado State Senate District
S-02

Colorado State House District
R-45

US Representative District
US-04

Property Information

Property Street Address

1524 E. Noe Road

Property City **State**
Larkspur CO

Zip Code
80118

Property Legal Description

Contact your County Assessor or visit <http://publicrecords.netronline.com/state/CO/>.
Section 14, T10S, R67W, Block 1, Lot 10, Greenland

Project Information

Project Title

Please give us a brief title that explains what you want to do. Examples are: Interior Restoration, Exterior Rehabilitation, Cultural Resource Survey, Construction Documents, etc.

Greenland Post Office Window and Door Restoration

Brief Summary of Project (150 words or less)

Expanding upon the Project Title, please summarize the proposed project. Please include the applicant organization, property name, and a brief summary of the proposed work.

Douglas County Government is applying for the window and door restoration for the Greenland Post Office. The building is located in the Town of Greenland, now a ghost town, located between Larkspur and Monument, alongside Interstate 25. Greenland Post Office was constructed in 1902 and by 1925, it had a north and south addition that had been clad in asphalt shingle siding. The building was used as a post office and restaurant, along with a family home from 1925 until the 1950s. This grant will fund the restoration of the windows and exterior doors. Douglas County will also be completing the siding rehabilitation of the building (self-funded) parallel with this grant. Allowing us to utilize the advice and guidance of the State Historical Fund on both projects.

Revised Application

Is this a revised application for this scope of work?

Indicate if you are reapplying for all or any part of a previously declined grant.

Yes

If this is a revised application, please explain how this application addresses the previous reviewers' concerns and include the declined SHF project number. (500 words or less)

Comments from reviewers requested us to strengthen our urgency and public benefit sections along with more varied letters of support. We have updated the Urgency and Public Benefits Sections to reflect more urgency and additional Public Benefit with the extension of the Front Range Trail and a new interpretive signage adjacent to the Post Office.

In addition, we have closely coordinated the number of windows being restored and reconstructed, as there was a discrepancy between the contractor's estimate and the Project Description.

Project Team

Questions about the grant application? Please refer to the [State Historical Fund Guidebook](#) or email SHF staff at hc_shf@state.co.us.

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Project Team (0-10 points) (1000 words or less)

Provide the following information, as it may apply to your project:

1. Briefly describe similar projects or grants the applicant has completed or managed.
2. List your project team members and include:

- **Each person's role and responsibilities for this project.**
- **Their qualifications that are applicable to this project.**
- **Any other relevant experience with historic preservation, and/or grant finance and management, etc.**

INTRODUCTION

Douglas County Government's mission is to govern with excellence, reflecting community values through fiscal responsibility, transparency, and accountability to safeguard the quality of life for all generations. One of the six core priorities the Board of County Commissioners has identified is to protect historic and natural resources, which promotes the responsible stewardship of historic and natural resources in both rural and suburban areas.

The Department of Community Development administers support of the historic preservation program, including the Historic Preservation Board, the Landmark program, preserving historic structures and operating the History Repository.

STATE HISTORICAL FUND PROJECTS FOR GREENLAND POST OFFICE

2020-01-024 Foundation Stabilization, Wall and Floor Stabilization, Asphalt Shingle Siding Study. Grant Award: \$156,160, Cash Match: \$52,053. Complete.

2016-01-008 Foundation Stabilization, Roof and Wall Stabilization, Roof Replacement. Grant Request: \$70,572, Cash Match: \$29,000. Complete.

2014-M1-017 Construction Documents (see Plans Attachment). Grant Request: \$14,175, Cash Match: \$11,815. Complete.

2001-HA-027 Historic Structure Assessment. Grant Request: \$10,000. Cash Match: \$0.

Douglas County has received over \$2 million dollars in SHF funding for our ten historic properties and multiple archaeological surveys.

SELF-FUNDED GREENLAND POST OFFICE PRESERVATION PROJECTS

2024 – 2025 Greenland Post Office Siding Rehabilitation. We have selected a preservation contractor for the siding rehabilitation, and they are prepared to begin work on this self-funded project as soon as the award for this grant is announced. The two projects need to go together to ensure the flashings are installed around the doors and windows to prevent continued leakage into the building. We have met with Anne McCleave with the State Historical Fund to discuss our approach and how it meets the Secretary of the Interior's Standards. She has agreed to confer with us as needed during the rehabilitation work. The monies for this project have been encumbered, but we will begin work once we are under contract with SHF for the window and door restoration included in this grant. **Cost: \$118,500.**

2012 Temporary Stabilization of the roof and foundation. Cost: \$7,500.

2008 Stabilization work and mothballing. Cost: \$5,000.

2000 Greenland Ranch purchase of a conservation easement preserving the Greenland Townsite where this building is located. Cost: \$10,175,000.

1996 Purchase of 96 lots at the Greenland Townsite, which included the Greenland Post Office. Cost: \$209,900.

Douglas County has self-funded over 2 million dollars on their ten historic properties and archaeological sites. They have a historic preservation budget that is funded every year because the citizens of Douglas County feel that historic preservation should be a top priority. Additionally, in 2023, Douglas County citizens voted to implement a historic preservation and open space tax to assist with the preservation of our historic properties and sites and our open space properties. This new tax is helping to not only preserve and rehabilitate County owned properties, but also privately and publicly owned historic buildings. The County Commissioners are in the process of reviewing the grant applications to determine which historic projects will be funded for 2025.

PROJECT TEAM (see resumes in Attachments)

Brittany Cassell, Curator, Douglas County—Grant Administrator; Brittany manages the Douglas County History Repository and is the Administrator for the Douglas County Historic Preservation Board. She was the grant administrator on the previous Greenland Post Office project (2020-01-024). She has also been the grant administrator on numerous other SHF grants. She will manage this grant and ensure that the project is on schedule and submit the required SHF deliverables, progress reports and financial reports. She will also be responsible for the Financial Reporting.

Barbara Darden, Scheuber + Darden Architects – Preservation Architect; Barbara has been working on the rehabilitation of this property since 2001. The firm has completed over 75 HSAs and 100 rehabilitation projects with SHF. The firm will be responsible for the updating the construction documents to reflect current conditions and construction administration to ensure compliance with the Secretary of the Interior’s Standards.

Preservation Contractor – The preservation contractor for this project will be selected from a competitive bid process. Understanding and experience with implementing the Secretary of the Interior’s Standards and experience with the SHF will be a component of the selection process. We asked Jon Sargent with Deep Roots Craftsmen to provide the estimate for this grant. Deep Roots Craftsmen has completed over 50 SHF funded restoration/rehabilitation projects. The selected contractor will be responsible for implementing the construction documents for the window and door restoration and meeting the Secretary of the Interior’s Standards.

Resource Description & Significance

Questions about the grant application? Please refer to the [State Historical Fund Guidebook](#) or email SHF staff at hc_shf@state.co.us.

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Resource Description and Significance (0-10 points)

Historic Designation

Select all levels of designation that apply to the property. Please note that designation is required for all Acquisition & Development grant projects.

County Designated

Designation Area

If the property is historically designated, indicate the general boundary of the designation (i.e., the building footprint only, the building and surrounding property, or if the building is contributing to a historic district). If you are unsure of the designation boundary, please contact State Historical Fund staff at 303-866-2825. NOTE: SHF cannot fund work outside the designation boundary.

Historic District

Resource Historic District Name

Please list the name of the historic district. If this does not apply to your project, please fill in with N/A.

Greenland Townsite District

Resource Historic Name

Property historic name can be found on the state or national nomination form or certification of local designation.

Greenland Post Office

Resource Site Number (e.g., 5DV.1234)

If you do not know the Smithsonian site number for your property, contact the Cultural Resource Support Services office at 303-866-3392. If this does not apply to your project, please fill in with N/A.

5DA.1869

Resource Period of Significance

Provide period(s) of significance as listed in your historic designation. NOTE: Some older or local nominations may not include a period of significance, type N/A if this does not apply.

1890-1959

Resource Description and Significance (500 words or less)

Provide the following information, as it may apply to your project:

1. Briefly describe the prehistory or history of the resource, survey area or archaeological site. If applicable, describe how the resource represents a historically excluded history or community. (For example, LGBTQ+, women's history, religious minorities, etc.)
2. In your own words, briefly explain why the resource, survey area or archaeological site is important. (For example, the importance to a community, architectural or archaeological value).
3. Briefly describe the appearance of the resource and how it has changed over time (refer to construction history on survey/site forms or nominations, if available).

HISTORY AND DESCRIPTION

Frederick Salomon purchased the Greenland area along the Denver & Rio Grande right-of-way and established the 20-acre Greenland town plat in 1875. By the 1880s, several large cattle ranches were headquartered in Greenland. The train's proximity in the middle of town was important. It carried mail, passengers, cargo, coal, and local farmers brought cream, wheat, and potatoes from their farms to Greenland for shipping. Visitors from Denver would ride the train out to this beautiful valley for respite.

Henry Lamar, a blacksmith, purchased this property in 1899 and constructed the house. It had a false front, front gable roof, clad with horizontal siding with double hung windows. By 1918, Henry Barrett owned the house and constructed the north addition. In 1925, Lucy Carrie Taylor purchased the house and constructed the south addition.

Carrie became postmistress of the Town of Greenland in 1927 and ran the Post Office, along with a restaurant, out of the front room of the house. The Post Office operated until it was closed by the Federal Government in 1959. Carrie and Taylor remained living on the property until the early 1970s.

The Greenland Townsite, along with the post office and one-room schoolhouse was purchased by Douglas County in the 1980s with the assistance of then Governor, Roy Romer, through a multi-jurisdictional plan to establish this area as an important Colorado landmark and visitor attraction.

IMPORTANCE

Asphalt shingle siding was marketed specifically for renovation projects and was very popular during the Depression, as an option to make affordable improvements. The Taylor's were very frugal and like many rural families during the depression, reused what they had or were careful of how they spent the monies they did have. To modernize their 1900s home, they clad it in the less expensive asphalt shingle siding. The Taylor's also took the old double hung windows that were in the south walls of the original building and relocated them to the exterior of the south addition. They took the windows apart and reused the sashes as "new" hopper windows, fabricating new window frames.

The interpretation of this building is important because there are few opportunities to highlight the life of rural families and how their access to supplies impacted their construction, lives and livelihood. The building is also important in the interpretation of the Greenland Townsite, which was once a bustling shipping town and the life of the Taylor's who made significant contributions to the town as the Postmistress and the restaurant that was run out of the house for the community and visitors alike. The building sits at the crossroads of three trailheads and a dog park that is visited by over 30,000 visitors every year. Once we complete this grant and the siding rehabilitation (self-funded), we will be able to open the building on a periodic basis for open houses as we begin to move forward with the rehabilitation of the interior of the building.

Project Description

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Project Description (0-20 points) (1500 words or less)

Verify that the project description correlates directly with the scope of work. If you listed an activity or task in the scope, describe it in this section.

Your description should make clear that your project meets the [Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation](#) and/or the [Colorado Cultural Resource Survey Manual](#).

Provide the following information, as it may apply to your project:

- 1. List the steps you completed that led to this grant project.**
- 2. Clearly explain the proposed project:**
 - Describe the tasks that will be completed.**
 - Explain how the components of the project will be executed.**
 - Discuss why the specific treatments, strategies, or methods were chosen.**

- 1. Briefly list future phases or programming directly related to this project.**
 - 2. Describe how you will financially commit to this project or resource going forward.**
 - 3. Depending on your type of project, attach photos that:**
 - Illustrate the condition of the resource(s), including overall and detailed views; or**
 - Illustrate a representative sample of the resource(s) to be researched; or**
 - Illustrate potential outcomes of the project; and**
 - Include captions.**
-
- 1. If previous planning documents exist for this project, attach the most recent and relevant sections of those documents that support this proposed project (e.g., historic structure assessment, construction documents, survey forms, reports).**

HOW WE GOT TO THIS GRANT

We have been working on this building for many years as funding/cash match has become available. Upon purchasing the building, we discovered that the north wall and foundation was in critical condition, but it took us several years to address the issue. We have completed the foundation stabilization in several phases, along with the roof rehabilitation. We also completed an asphalt shingle siding study in the last SHF grant. We provided several siding repair options, and they have been on the building for several years to help us determine the best approach to completing the siding rehabilitation.

This summer we met with SHF to discuss the weathered samples from the asphalt shingle siding study. We have decided to self-fund the siding rehabilitation but are coordinating it to occur during the window and door restoration, which is the subject of this grant, so that where the siding abuts the windows, we can address both at the same time. We will also be able to have the siding rehabilitation reviewed by SHF for compliance with the Secretary of the Interior's Standards, since it will occur at the same time as the scope of work in this grant application.

PRESERVATION SERVICES – Preservation Contractor

A. Window Restoration (18)

Historically, the windows on the Greenland Post Office were all double hung windows. When the north and south additions were constructed in circa 1918 (north addition) and circa 1925 (south addition), the double hung windows were separated and installed in the additions as hopper and fixed windows (Windows B1, B2, B3, C1, C2, C3, D1, D2, and D3). This new configuration falls within the period of significance and should be restored. This methodology of reuse is important in interpreting this building as it indicates the resourcefulness of individuals living in rural communities in the 1900s where building supplies were limited.

The windows are in poor condition. Many of them are heavily weathered with evidence of rot and open joints at the bottom rail. There is also missing putty, split bottom rails, dried and split windowsills, and stools, loose and or missing muntins and areas of rotted areas are visible on the muntins (see images 14.0 – 18.0). Window H and J1 were critically deteriorated in 2016 when the north wall and foundation stabilization occurred. Window H, which was a door laid on its side, was bowing and 75% of the muntins were rotted as well as the stiles and rails (see photos 20.0). J1 was removed and stored in the building, but the bottom rail and the muntins and stiles have extensive rot. The framing is also rotted (see photo 19.0).

According to Preservation Brief 9: The Repair of Historic Wooden Windows, the upper window sashes, transoms, and frames require Class I (routine maintenance) and Class II (structural stabilization) repairs. The bottom sashes and the windowsills will require Class III (parts replacement) repairs where water and snow tend to sit and rot out the wood members. Class I will include joint tightening, re-glazing, and weatherstripping. Class II deficiencies will be restored by removing the paint to the bare wood and complete epoxy consolidation. Class III will include Dutchmen repairs where the wood is too deteriorated to utilize epoxy.

Windows B1, B2, B3, C1, C2, C3, D1, D2, D3, G1, G2 I and J2 will be restored utilizing Class I, II and III methodologies.

Due to severe deterioration of the north wall, which was reconstructed and stabilized in the 2016 SHF grant, the window frames for windows H, I, J1, and J2 will be reconstructed, using the existing openings and frames to replicate the window frames.

Window A is a contemporary aluminum window, which will be replaced with a wood window that is more compatible with the existing windows. We do not have any historic photos of this window so we will change the muntin profile and use insulated glazing so that it is evident that it is a new compatible wood window rather than a historic window.

Windows H and J1 were critically deteriorated and when the north wall was reconstructed in the 2016 grant, the window sashes disintegrated due to extensive rot. It was decided at that time by the State Historical Fund and Douglas County to remove the sashes and replicate them in the future, as the windows could not be restored. We have stored J1 in the building, and we will reuse some of the parts of that window as part of the reconstruction.

Windows E & F are contemporary wood windows. We have extensive photos of windows F, and they will be replicated to match the historic photos (see historic photos H2.0 - H4.0) that represent the period of significance. Currently, the existing Window E is a sliding window. We will utilize the remaining historic windows to replicate the muntins, sash and frame for Window E.

This grant will also include storm windows and screens on the windows.

Specifically, the Scope of Work for the window restoration for this grant includes:

1. Restore windows B1, B2, B3, C1, C2, C3, D1, D2, D3, G1, G2, I and J2.
2. Reconstruct window frames for windows H, I, J1, and J2.
3. Construct replica windows A, E, F, H, J1.
4. Construct new storms and screens for all windows.

B. Door Restoration (4)

The exterior doors (100, 107, 115 and 116) are in various degrees of deterioration.

Door 100 is a multi-lite door from the 1980s. This door will be reconstructed to match the historic photos (Image H4) that is compatible with the historic character of the building.

Door 107 is the historic door, but is critically deteriorated with broken panels, rotted bottom rail, and split stiles. The door will be reconstructed using viable parts due to extensive vandalism and weathering.

Door 115 is a contemporary flush wood door. A new door that is compatible with the historic character of the building will be fabricated.

Door 116 is from the period of significance and will be restored utilizing Class I, II, and III methodologies described in Preservation Brief 9, "Restoration of Historic Wood Windows".

All doors will be fabricated with the assistance of SHF to ensure compliance with the Secretary of the Interior's Standards.

In addition to the door restoration, there is severe floor rot and threshold deterioration at Doors 100, 107, 115. The floor will be removed, and the floor joists and sill plate will be sistered and/or replaced and the historic flooring reinstalled or new replica flooring will be installed if too damaged. New replica thresholds will be installed since they are mostly rotted.

Replica hardware and weatherstripping will also be a part of the door restoration along with new replica screen doors.

Specifically, the door restoration will include:

1. Reconstruct Doors 100, 107, 115.
2. Restore Door 116
3. Stabilize and Restore Thresholds and Floor Framing – Doors 100, 107, 115.
4. Replica Door Hardware and Weatherstripping.
5. Replica Screen Doors - 4

ARCHITECTURAL AND ENGINEERING SERVICES – Scheuber + Darden Architects

1. Update of the Construction Documents

The approved construction documents, completed in 2014 (14-M1-012), reflect the rehabilitation of the entire building. Since the completion of the construction documents, we have discovered additional information as we completed the wall and foundation stabilization. We will incorporate this information into the construction documents as well as updating it to only include the scope of work in this grant application.

2. Construction Administration

Scheuber + Darden Architects will attend the construction kickoff meeting and will attend periodic construction meetings to ensure the contractor is implementing the construction documents correctly. They will also respond to Requests for Information and review submittals and mockups to assure compliance with the drawings and the Secretary of the Interior's Standards. If additional deficiencies are discovered during construction, they will assist us in requesting contingency and implementing a change order. They will also assist us in submitting the current, historic, and final photos for SHF Deliverables.

FUTURE PHASES

When we complete the siding rehabilitation (self-funded) paralleling the work of this grant, the window and door restoration, the exterior of the building will be complete. Future phases shall include:

1. Interior Rehabilitation of the building to interpret the building as the Greenland Post Office with exhibits on the area history and the Town of Greenland. We have the original post office boxes that we are going to reinstall.
2. Rehabilitate the east (middle) room into a community meeting room with a small kitchenette to support the meeting space.

3. Install a new ADA restroom.

FUTURE FUNDING

We have always been proactive in maintaining and rehabilitating our historic buildings because it has been a priority for our citizens. The Douglas County Historic Preservation Tax helps provide monies for these types of projects, but we still need assistance from the SHF to complete our bigger projects where we can use our preservation tax as the cash match. We anticipate applying for additional SHF funding for our last two phases.

Scope of Work/Budget

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Scope of Work and Budget (0-15 points)

For all boxes that require a cash amount, use numerals only. Do not include decimal points, commas, or dollar signs. Provide a clear list of tasks and reasonable costs.

All of the boxes may not apply to your project.

Task A

Title

Window Restoration (18)

Description

1. Restore windows B1, B2, B3, C1, C2, C3, D1, D2, D3, G1, G2, I and J2.
2. Reconstruct window frames for windows H, I J1, and J2.
3. Construct replica windows A, E, F, H, J1.
4. Construct new storms and screens for all windows.

\$ Amount

106330

Task B

Title

Door Restoration (4)

Description

1. Reconstruct Doors 100, 107, 115.
2. Restore Door 116
3. Stabilize and Restore Thresholds and Floor Framing – Doors 100, 107, 115.
4. Replica Door Hardware and Weatherstripping.
5. Replica Screen Doors - 4

\$ Amount

31050

Task C

Title

Description

\$ Amount

Task D

Title

Description

\$ Amount

Task E

Title

Description

\$ Amount

Task F

Title

Description

\$ Amount

Task G

Title

Description

\$ Amount

Task H

Title

Description

\$ Amount

Task I

Title

Description

\$ Amount

Scope

Subtotal

Click on calculator

137380

For construction projects only.

General Conditions

\$ Amount

20600

Permits

\$ Amount

0

Bonding

\$ Amount

5485

Overhead and Profit

\$ Amount

13735

Scope Total

Click on calculator
177200

Architectural/Engineering Fees (For construction projects only)

Calculation Details

1. Update Construction Documents

2. Provide Bidding Assistance.

3. Construction Administration includes:

Grant Kickoff Meeting

Pre-Construction Meeting

Requests for Information (Questions)

Change Order Assistance

Construction Site Meetings

Submittal and Mockup Reviews

Before, Historic and After Photos

\$ Amount
17590

Archaeological Monitoring

*Only for ground-disturbing construction projects

N/A

\$ Amount

Project Subtotal

Click on calculator
194790

Grant Administration & Indirect Costs

Calculation Details

Must not exceed 15% of project subtotal
State Historical Fund Grant Application

Greenland Post Office

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Pro Bono by Douglas County

\$ Amount

Contingency

\$ Amount

29219

Project Total

Click on calculator

224009.00

Grant Request

\$ Amount

168006

Grant Request Percentage of Project Total

Click on calculator

75.00%

Cash Match

If no cash match, enter a zero.

\$ Amount

56003

Cash Match Percentage of Project Total

Click on calculator

25.00%

Scope of Work and Budget Comments (200 words or less)

We are utilizing a 15% contingency because we want to make sure that we can address any additional deterioration with the window framing that may be hidden from view right now and will become evident as we begin the restoration work.

There is no permit cost since the property is owned by Douglas County.

Grant Request + Cash Match = Project Total

Please verify that your grant request and cash match percentages add up to 100%

Cash Match Requirements

In alignment with our Expanding the Narrative work, lower cash match requirements are available for projects that directly support or focus on BIPOC communities.

Questions? Please refer to the [State Historical Fund Guidebook](#) under Grant Programs (page 9).

Cash Match for Expanding the Narrative Projects

If your project qualifies as a Expanding the Narrative Project and your project total allows, you are eligible to request the lower Expanding the Narrative cash match (0% for nonprofit and public owners, 10% for private owners). The scope of work above must include this lower cash match, and two letters of support must be attached as the “Expanding the Narrative Letters of Support” at the end of the application.

Indicate if you are requesting a waiver for the Cash Match requirement

No Waiver

Waiver Justification (150 words or less)

If you are unable to provide the minimum cash match required (25% of the project total for nonprofit or public owners or 50% of the project total for private owners; BIPOC projects: 0% for nonprofit/public owners or 10% for private owners), explain why the minimum cannot be met and the efforts your organization made to find funds or other community resources.

Urgency

Questions about the grant application? Please refer to the [State Historical Fund Guidebook](#) or email SHF staff at hc_shf@state.co.us.

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our grants to everyone. If you require an accommodation to fill out the grant application, please view [History Colorado's accessibility statement](#) to make an accommodation request, or contact hc_shf@state.co.us.

Urgency (0-15 points) (1000 words or less)

Provide the following information, as it may apply to your project:

- 1. The physical conditions of the resource that make the project urgent. For example, if the grant is not funded now:**
 - **The conditions that could cause a public health or safety concern.**
 - **The conditions that will quickly deteriorate.**
 - **The conditions that will further damage the resource.**
- 2. All current or potential threats to the resource(s) or program.**
- 3. Any community participation, partnerships, or cash match funds that might be in jeopardy or dependent on this grant.**
- 4. Whether this project will be delayed if this grant is not awarded.**
- 5. Other valid reasons for urgency.**

CONDITION OF THE BUILDING

The deterioration of the building remains critical, even after our previous grants. Although the County has stabilized and restored the foundation and stabilized the walls and roof, the windows and doors continue to deteriorate and, in some instances, continue to allow water into the wall cavity due to the deterioration. Prior to the roof replacement and the wall and roof stabilization, water was pouring into the building, freezing on the windows, and adding to the rot found in the windows today. We have covered the windows to prevent further damage, but this continues to make the building look abandoned and the continued deterioration even behind the plywood covers continues from leaks around the plywood, which is exacerbated by its harsh winter conditions at the Plamer Divide near Monument. The purpose of this grant is to address these critical deficiencies in the windows and doors.

ALREADY ENCUMBERED FUNDS IN PLACE

This grant is particularly urgent because we have funding in place to complete the siding rehabilitation on the building. We must have a contractor selected and the monies encumbered by the end of the summer, or we will lose the funding. We do not need to start the siding rehabilitation until this grant is under contract in the Fall of 2025. As we remove the asphalt shingle siding, we will be able to install window and door flashing behind the siding. This will keep us from having to remove it later if this grant is not awarded. Overall, pairing these two projects together, will make the building more weathertight as the work will occur simultaneously addressing, flashing, framing and hidden conditions issues simultaneously.

NATURAL CONTINUATION OF MULTI-PHASED EFFORT/PARTNERSHIPS

The preservation of the Greenland Post Office and the Greenland Townsite has been ongoing for over 20 years. This is a rural area that is located 45 minutes from Denver and 30 minutes from Colorado Springs and yet, it is one of the most beautiful areas along the I-25 corridor. Since 1980, when Roy Romer recognized this property's importance, by creating a multi-jurisdictional plan to establish this as an important Colorado landmark and large visitor attraction, this grant continues the vision of an outdoor area for all and preserving the Town of Greenland's important history by stabilizing and restoring this building. Once complete, the Greenland Post Office will be open for educational and interpretive purposes, retreats, and open houses for the 30,000 visitors this area sees each year. It will include original post office boxes,

which are stored at the Douglas County Repository, along with archaeological artifacts found in the area, a diorama of the Greenland townsite, a meeting space, bathrooms, and a small kitchen for our visitors. Many of the people who visit this area are hikers, walkers and people stopping to picnic. This building will provide a brief respite where they can pick up trail maps, information about interesting sites in the area and information about Douglas County.

PARTNERSHIPS IN PLACE

The County Commissioners gave a directive to the Douglas County Historic Preservation Board and the Douglas County Open Space in 2016 to develop future steps to make the Post Office a public-use facility. We have completed several grants and self-funded projects since then and are moving closer to opening the post office to the public. The window and door restoration, along with the self-funded siding rehabilitation will allow us to open the front room of the post office on a periodic basis to inform the public about the Greenland Townsite and the Greenland Post Office. SHF has been an ongoing partner, funding several phases of the rehabilitation of the Greenland Post Office. We hope SHF will continue this partnership in what will be a highly visible project where 30,000 people visit every year.

The Larkspur Historical Society is also a partner that has provided ongoing support for this project (see letter of support in attachments). They provide the educational component of this project and have provided us with letters of support and have shared their vision with the County about how the building will be used, when it is opened to the public. We have utilized this vision to gain support from the SHF so that we can provide information on the future uses of this building (See Public Benefit).

Our most important partner is our visitors and the citizens of Douglas County who entrust that we will preserve and rehabilitate this building for public use through the ongoing support from our Douglas County Historic Preservation Tax that allows us to self-fund projects on our historic properties.

REVITALIZATION OF A HISTORIC DISTRICT AND SURROUNDING AREA

Rehabilitating this building preserves the collective character and history of this Greenland Townsite and its rich history as a railroad supply and delivery stop for local ranchers and farmers. It also provided access to the historic Palmer Lake and surrounding area for people escaping Denver to enjoy the countryside in the many camps that were located in this area.

There are only three remaining buildings from the historic town of Greenland, in addition to two large ranches that lie adjacent to the townsite property. All these historic buildings except the Post Office have now been restored. Every day, hundreds of people drive past this building, which is on the main road, and by moving forward and rehabilitating this building now, the momentum continues. Everyone is excited about what is happening in this area and Douglas County wants to continue the momentum by moving forward on the restoration of the windows and doors funded by this grant and the self-funded siding rehabilitation. Even with our Historic Preservation tax, we need the assistance from the State Historical Fund to complete this work on the Greenland Post Office.

Public Benefit

Questions about the grant application? Please refer to the [State Historical Fund Guidebook](#) or email SHF staff at hc_shf@state.co.us.

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Public Benefit, Project Promotion and State Preservation Plan (0-20 points)

Community Support & Benefit of Project (750 words or less)

Explain how the public supports and benefits from this project.

Things to consider:

- The use of the resource or project products.
- The source(s) of the cash match and whether it was provided by the community.
- Non-monetary ways the community supports this project.
- Enhancement of historic preservation, economic development, and heritage tourism.
- Encouragement of existing or new partnerships.
- Increasing historically excluded community engagement in preservation. (For example, LGBTQ+, women, religious minorities, etc.)

Highly recommended:

- Attach at least five recent letters of support (dated within the last six months) from people and organizations who will use this resource, community members and elected officials.

POSTIVE EFFECTS ON TOURISM AND REVITALIZATION EFFORTS

Douglas County Open Space manages this property and the nearby trails. The closest trails include the Greenland north trailhead, which had over 10,000 users last year and the Greenland south trailhead with 20,000 users. Both trailheads are less than a ¼ mile away from the Post Office. In addition, the Greenland community dog park across the road from the post office, had over 100,000 users. The Colorado Front Range Trail, which is scheduled to run from north to south across Colorado and connect with Wyoming and New Mexico has 300 miles of trails already. The last remaining portion in Douglas County, south of Castle Rock, will be completed in early 2026 when the Paradise Valley interchange is complete. The Greenland to Colorado Springs trail is complete. The completion of this trail will additional visitors to the site, which makes the proposed rehabilitation even more important.

The tourism of this site has increased ten-fold since Douglas County began opening these trail systems in 2003. Many of the trails are accessed by passing by the Post Office and it is visible from all the trails, dog park, and the intersection of E. Greenland Road and E Noe Road. Visitors increasingly come to this property because of its rural character, beautiful landscape, historic buildings, and rich history. Additionally, the property is easily accessible because of its proximity to I-25 and other jurisdictions like Larkspur and Colorado Springs.

The history of the Greenland Townsite has also become more important as more and more people visit the site. The Greenland Post Office is the most iconic building at the townsite and will be the jumping off point for many of the trail systems in the area. Our interpretive sign at the picnic shelter a few blocks from the Post Office tells much of the story, but many of the trails' visitors do not go to the picnic shelter. The Post Office, which sits along the main road to the trail systems, will provide this outcome and outreach and will provide a place to stop where people can grab a cup of coffee or cookie before hitting the road again or heading off to a walk during its open house events. We are also building a new pull-off and interpretive signage adjacent to the Post Office (see Miscellaneous Attachment) that will discuss the history of the Town of Greenland.

Rehabilitating this building and using the area for outdoor recreation supports the vision by Roy Romer and the multi-jurisdictional preservation plan. It will teach visitors through dioramas and exhibits about the Town of Greenland and surrounding communities, the history of the Post Office, Greenland, and the lives of rural towns in early Douglas County. Currently, the only location where visitors can get this information is online, which may not be available to visitors whose interest is piqued by driving by. Additionally, much of the archaeological information about this area is not publicly available and once the post office is open, artifacts will be displayed within the Post Office.

SOURCES OF CASH MATCH/PARTNERSHIPS

Douglas County allocates annual funds for the cash match requirements of State Historical Fund grants. These are funds are provided through the voter approved Historic Preservation and Open Space Tax. The people of Douglas County support preservation and restoration of Douglas County's historic properties.

LOCAL SUPPORT

The Larkspur Historical Society is a highly active group, which is located close by, in the Town of Larkspur. They take care of and program activities for the Hammond Cabin which was restored in 2012 with County funds. The Society will also be responsible for this building once it is complete. They have already been planning programs and identifying interpretation opportunities. Their interpretation will include a large education component.

1. The Post Office will be the focal point for the dissemination of tours, maps, and recreational activities in the area.
2. It will be the starting point for outdoor classroom activities that are in the planning stages.
3. Interpretation and displays about the history of Greenland and the post office and other historic properties in southern Douglas County, including Lowell's O.V. Ranch, the site of Huntsville and Fort Lincoln, Oakes Folly, the Coberly Halfway House, Carpenter Creek Rhyolite Bridge and Trestle, and the Evans/Gandy Ranch.
4. Outdoor classroom studies in the geography of the late 19th and 20th of diversified agricultural production.

Enclosed are letters of support, demonstrating community and County support for the restoration of this building.

Project Promotion (300 words or less)

Explain how you will promote this project, such as:

- Public events or celebrations
- Physical and digital media
- Presentations
- Other

We will utilize our Public Affairs office to develop marketing materials and press releases regarding the project once the grant is awarded. The County will also promote the project on its website, through its various social media platforms (including Facebook, Twitter, and Next Door), and will work with the Historic Preservation Board and the Larkspur Historical Society to program events at the site. The Larkspur Historical Society will also promote this project on their website. Douglas County Open Space will also promote the significance of the project and restoration of the building through promotion of trails and open space in the area.

There is also opportunity to promote the site through the County's Virtual History Museum exhibits as the History Repository holds artifacts from this property in its collections.

A History Colorado Banner was attached to the façade of the building during the last grant. With the thousands of people that pass by the Post Office, this alone is great advertising. We will once again hang a History Colorado Banner as our current banner has deteriorated due to the harsh weather we get in Greenland.

When this phase is complete, we will have an open house to celebrate the completion of the exterior and give people an opportunity to go inside and see the interior. We will have brochures about the history of

the building and the Greenland Townsite and will bring over some of our archaeological artifacts found in the area, along with trail maps for the area's trail systems.

State Preservation Plan (200 words or less)

Explain how this project will directly support at least two goals in the [2020 Colorado Statewide Preservation Plan Summary](#)

GOAL A: Preserving Places That Matter: The Greenland Post Office is one of the last remaining buildings of a bustling, rural shipping town from the early 1900s through 1950s, before the I-25 highway bypassed the area and it became a ghost town. Although not the most attractive building, it demonstrates how young pioneers made a living in the rural areas of Colorado in the early 1900s. It also demonstrates how buildings were maintained with limited resources, hence the use of the asphalt shingle siding. The Post Office is the last building to be rehabilitated in the townsite and once completed will be used for interpretation of the Town site.

GOAL B: Form New Partnerships: The Larkspur Historical Society (LHS) is a partner in the preservation of the Greenland Townsite. Their involvement will be in the interpretation and use of the historic Post Office once the rehabilitation is complete. The LHS mission is to research, preserve and educate people about historic buildings and culture in southern Douglas County. In partnership with the County, there is potential to promote the Post Office on each agency's website, design and manage interpretive exhibits, and create walking tours of the Greenland Townsite.

Expanding the Narrative

Questions about the grant application? Please refer to the [State Historical Fund Guidebook](#) or email SHF staff at hc_shf@state.co.us.

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Expanding the Narrative (0-10 points)

The State Historical Fund prioritizes projects that expand the narrative of Colorado history- in alignment with our State Preservation Plan. These projects demonstrate a meaningful commitment to inclusivity and community engagement.

Projects that BOTH directly benefit and actively involve communities of color—including Indigenous, Latino, Black, Native Hawaiian, Asian American and Pacific Islander—are strongly aligned with our mission to support diverse heritage and narratives. These projects may be recognized with additional scoring consideration for their contributions to expanding the narrative, fostering equity, cultural heritage preservation, and shared stewardship of Colorado's history.

Grant requests that do qualify can:

- **Receive up to 10 points on their score**
- **Be eligible for a reduced cash match**

To be eligible to complete this section, you must meet and demonstrate both of the criteria below:

- **Community Involvement**
- **Project Benefit**

Criteria 1: Community Involvement - Active participation and engagement in the project's development and execution.

One or more of the communities listed above must be involved in your proposed project. You must be able to demonstrate ONE of the following:

- **The community is directly and materially involved in project planning and/or implementation. (OR)**
- **The applicant organization identifies as an organization and/or primarily serves this community. (OR)**
- **The property is owned by an organization or individual from one of the communities listed above.**

You can use any of the following documents to show evidence for Criteria 1:

- **Documented partnerships with organizations or individuals representing the relevant community, such as a Memorandum of Understanding or testimonial letters.**
- **Ownership by an individual or organization that aligns with the stated identities.**
- **Local demographic data included in the application, paired with evidence that the community reflected in the data is actively engaged in the project or program.**
- **Documented partnerships with organizations led by or focused on relevant communities, including stated partners and their current role (aspirational or potential future partnerships do not qualify), or a recommendation letter from these partners.**
- **A mission statement that centers the commitment to serving and engaging these communities through the organization's programs, leadership, or partnerships., and impact.**

Criteria 2: Project Benefit - Demonstrate how the project will make a real and positive difference for specified communities. You must be able to show that the completed project will directly benefit one or more of the communities identified above.

To demonstrate evidence for Criteria 2, the following is mandatory upon submission of the application:

- Two letters of support from community members who are actively impacted by the project.

Note: Any grant proposal that does not include these letters of support in their application will automatically be ineligible. These letters should be authentic, clearly identifiable as coming from the specific community benefiting, and provide detailed, genuine expressions from the community. They should not be generic or boilerplate letters.

No Check the box if this project meets the two criteria listed above.

If this project does not meet the two criteria listed above, please skip the 3 questions below and proceed to the next section.

Expanding the Narrative Questions:

1. Please identify the Expanding the Narrative intended communities your project is working with.
2. Please explain their involvement i.e. active participation and engagement in the project's development and execution. (500 words or less)
3. How will they directly benefit from the completed project? (500 words or less)

Project Timeline

Questions about the grant application? Please refer to the [State Historical Fund Guidebook](#) or email SHF staff at hc_shf@state.co.us.

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Project Timeline

Please check the box below each statement:

I understand that if awarded, it can take up to 6 weeks to execute the grant agreement with the State Historical Fund.

Yes

I understand that the State Historical Fund agreement period is 24 months and this project will be completed within that time period.

Yes

I understand that the State Historical Fund has 30 calendar days to complete review of the deliverables (products) that will be required with this project and I have accounted for the 30 day reviews within the 24 month agreement period.

Yes

I understand that weather may delay completion of some projects and I have accounted for possible delays within the 24 month agreement period.

Yes

Agreement

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Acknowledgement of Award Conditions

I understand and agree with the following conditions associated with all State Historical Fund grants:

- **I understand that my organization will enter into a grant agreement with the State of Colorado. My organization will be responsible for meeting the terms of the grant agreement, and cannot pass fiscal or project responsibility to another organization.**
- **I understand that the State grant agreement contains non-negotiable terms, and it is my responsibility to review the [SHF grant templates](#) prior to going under award to assure that my organization accepts those terms.**
- **I understand that my organization will work in partnership with the State Historical Fund to meet the Secretary of the Interior's Standards for the**

Treatment of Historic Properties. I will comply with State Historical Fund review expectations and refrain from carrying out any work until I have the approval of a State Historical Fund Resource Specialist to proceed. For archaeology and survey projects, I will adhere to the current [Colorado Cultural Resource Survey Manual](#).

- **I understand that all cash match must be in the bank before my organization signs the State Historical Fund grant agreement.**
- **I understand that my organization is solely responsible for determining if my cash match resources are eligible for use with State Historical Fund grant programs.**
- **I understand that the State Historical Fund will only pay for work that takes place within the State Historical Fund grant agreement period.**
- **I understand that all project expenses must be associated with one of the tasks listed in my scope and budget and reported as such. I am not allowed to collapse task items under one category.**
- **I understand project cost savings will be shared with the State Historical Fund according to the grant request/cash match ratio.**
- **I understand that the State Historical Fund will require documentation of any and all grant administration or indirect expenditures, including time sheets, rates, and clear calculations.**
- **I understand that property protections may apply to my project based on project type and cumulative State Historical Fund funds previously received for work on the building. If applicable, I will receive a letter explaining the requirements after all applications are processed.**
- **I understand that my organization must adhere to all program policies, state regulations, provisions, and laws.**
- **I understand that my organization cannot use State Historical Fund funds in a manner that may result in an actual or perceived conflict of interest.**

By checking the box below, you are indicating that you understand and agree with the above conditions associated with State Historical Fund grants, if awarded.

Yes

Attachments

Questions about the grant application? Please refer to the [State Historical Fund Guidebook](#) or email SHF staff at hc_shf@state.co.us.

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Attachments

Once you have chosen your file, you must select the **Upload** button to complete the attachment.

REQUIRED

Colorado Substitute W-9 Applicant Organization

Required W-9 form available [here](#).

Label file in this format: Applicant Organization_W9

[Douglas County_W9.pdf](#)

Signature Page

Please download, complete, and attach your Signature Page. A blank copy can be found [here](#).

Label file in this format:: Applicant Organization_Title

Proof of Local Designation (Only required if physical work/excavation or an acquisition is occurring and the property/site is not on the State or National Register).

Label file in this format: Applicant Organization_Designation

[Douglas County_Designation.pdf](#)

Expanding the Narrative Letters of Support (Only required if you are requesting the lower cash match).

Please attach two letters of support from the Expanding the Narrative communities the project benefits.

Label file in this format: Applicant Organization_Expanding_The_Narrative LOS

IRS Letter of Determination (Only required for religious organizations).

Label file in this format: Applicant Organization_IRS Letter

Archaeological Permit (Archaeology Projects Only)

All applications for archaeology projects must include an approved archaeological permit from either the [Office of Archaeology and Historic Preservation](#) (for private land and state lands, which includes city and county as well as any political subdivision of the state) or the federal agency managing the federal land.

Label file in this format: Application Organization_Archaeology Permit

HIGHLY RECOMMENDED

Bids and/or Estimates

Label file in this format: Applicant Organization_Bids_ or_Estimates

[Douglas County_Estimates.pdf](#)

Excerpts of most recent supporting documents

(archaeological assessment, historic structure assessment, construction documents, survey forms, reports)

Label file in this format: Applicant Organization_HSA Excerpts

[Douglas County_Plans.pdf](#)

Images

Label file in this format: Applicant Organization_Images

[Douglas County_Images.pdf](#)

Letters of Support

Label file in this format: Applicant Organization_Letters

Overall Image

Label file in this format: Applicant Organization_Overall Image

[Douglas County_Overall Image.jpg](#)

Professional Project Team Members' Resumes

Label file in this format: Applicant Organization_Resumes

[Douglas County_Resumes.pdf](#)

OPTIONAL

Detailed Scope of Work and Budget

Label file in this format: Applicant Organization_Detailed SOW

[Douglas County_Detailed SOW.pdf](#)

Historic Images

Label file in this format: Applicant Organization_Historic Images

[Douglas County_Historic Images.pdf](#)

Maps, Site Plans, or Drawings

Label file in this format: Applicant Organization_Plans

Media Images, Newspaper Clippings, etc.

Label file in this format: Applicant Organization_Media Images

[Douglas County_Media.pdf](#)

Miscellaneous Attachments

Label file in this format: Applicant Organization_Misc

Research Design

For example, document outlining archaeological or survey research questions and methods for obtaining data to answer those questions.

Label file in this format: Applicant Organization_Research Design

History Colorado State Historical Fund Application Signature Page

Applicant Organization

Signature of Legally Authorized Representative
Please sign in blue ink or Sign digitally in Adobe

Date

Printed Name

Title

Property Owner, if different than Applicant Organization

Signature of Legally Authorized Representative
Please sign in blue ink or Sign digitally in Adobe

Date

Printed Name

Title

Government Official – Private owner/entities must obtain either a signature or a Letter of Support from a local government official.

Signature of Legally Authorized Representative
Please sign in blue ink or Sign digitally in Adobe

Date

Printed Name

Title