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## **ARCHITECTURAL REVIEW**

Application Packet  
Town of Taos  
Planning and Zoning Department

Ordinance 99-05  
Land Use Development Code

PLANNING  & ZONING

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**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

**Town of Taos  
Planning and Zoning Department  
400 Camino de la Placita  
Taos, New Mexico 87571  
Phone: (505) 751-2016 Fax: (505) 751-2026**

Date: \_\_\_\_\_ Case Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
(mailing address)

\_\_\_\_\_  
(subject property address)

Phone Number(s): \_\_\_\_\_

Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

**TYPE OF MODIFICATION:**

**Contributing Property (See §4-22.9)**

- \_\_\_\_ New Construction
- \_\_\_\_ Remodeling
- \_\_\_\_ Demolition
- \_\_\_\_ Relocation
- \_\_\_\_ Changes in Use
- \_\_\_\_ Rehabilitation
- \_\_\_\_ Preservation

**Non-Contributing Property (See § 4-22.8)**

- \_\_\_\_ New Construction
- \_\_\_\_ Remodeling
- \_\_\_\_ Demolition
- \_\_\_\_ Relocation
- \_\_\_\_ Changes in Use
- \_\_\_\_ Rehabilitation
- \_\_\_\_ Preservation

**ZONING:** \_\_\_\_\_

**ACREAGE OF SUBJECT PROPERTY:** \_\_\_\_\_

**The following are the required submittals for architectural review:**

- \_\_\_ **Site Plan (17"x 22" minimum (see § 5-8).**
- \_\_\_ **Photographs of all elevations of the building or structure.**
- \_\_\_ **Photographs of the surrounding area taken from each elevation of the building or structure.**
- \_\_\_ **Application fee**
- \_\_\_ **Legal description of the property**
- \_\_\_ **Copy of registered deed**
- \_\_\_ **color of stucco (submit sample)**
- \_\_\_ **color of trim**
- \_\_\_ **type of windows and doors and window and door opening treatments**

**SUBMITTAL CERTIFICATION**

I hereby certify that I have read the entire packet for certificate of appropriateness and that I understand the process and criteria for approval. I certify that all documentation submitted for review and consideration by the Town of Taos Planning and Zoning Commission has been prepared in accordance with Section 4-22: Historic Overlay zone of the Town of Taos Land Use Development Code and the certificate of appropriateness checklist and that failure to include the minimum submittals may result in the delay or rejection of my application. I also certify that the signature(s) affixed to this application are those of the property owner and authorized agent.

\_\_\_\_\_  
Property Owner's Signature    Date

\_\_\_\_\_  
Agent's Signature                    Date

*\*If you have special needs (ADA) or require an interpreter, please contact the Town of Taos Planning and Zoning Department at 505-751-2016.*

**CERTIFICATE OF APPROPRIATENESS**  
**APPLICATION SUBMITTAL CHECKLIST**

**PROCESS**

A request for certificate of appropriateness by the Town of Taos is a two (2) month process, requiring:

1. All required submittals are due the Monday of the week before the preliminary presentation, on \_\_\_\_\_. The applicant may choose to submit the items indicated by an asterisk (\*) no later than two weeks before the public hearing on \_\_\_\_\_, with the understanding that this may delay the approval of the application. Failure to submit a complete application two weeks before the public hearing will result in the application being postponed to the following month.
2. A preliminary presentation to the Town of Taos Planning and Zoning Commission on \_\_\_\_\_ at 5:30 p.m. in the Town of Taos Council Chambers. At the preliminary presentation, you will informally explain your application to the Commission, and the Commission will decide if to schedule you for Public Hearing.
3. A public hearing before the Town of Taos Planning and Zoning Commission on \_\_\_\_\_ at 5:30 p.m. in the Town of Taos Council Chambers. At the public hearing, the Planning and Zoning Commission will vote to approve, approve with conditions or modifications, or deny the application.

*\*The applicant must provide public notice per Section 3-4.5 of the Town of Taos Land Use Development Code for the public hearing.*

**REQUIRED SUBMITTALS**

The following submittals are required in order to evaluate your application for certificate of appropriateness. Please complete and submit **twenty (20) copies** on 8 1/2 x 11 paper of the requested information. Incomplete, inadequate or late submittals will result in delay or rejection of the request for certificate of appropriateness. The Town of Taos may require additional submittals. Please contact staff at 751-2016 with questions regarding the submittals required herein.

**\*NOTE: ALL DRAWINGS MUST BE DRAWN TO SCALE**

- \_\_\_\_\_ Completed certificate of appropriateness application.
- \_\_\_\_\_ Site plan and survey plat (minimum scale: 1" = 20'). Site plan shall depict all existing and proposed structures, setbacks, parking areas and other applicable strict/standard requirements. Please see "Site Development Plan" in Section 5-8 of the Town of Taos Land Use Development Code.
- \_\_\_\_\_ Legal description of property and a copy of registered deed.
- \_\_\_\_\_ Exterior building elevations depicting:
  - A) Proposed construction
  - B) Photos showing existing construction

- \_\_\_\_\_ Photos of surrounding area taken from each elevation of the building
- \_\_\_\_\_ Property Owner information on file with the County Assessor as follows:
  - A) Copy of the tax map (including map number) depicting subject property and adjacent property
  - B) List of owners of record listed on file for adjacent properties
- \_\_\_\_\_ \*Floor plans (minimum scale 1/8" = 1') depicting:
  - A) Existing conditions
  - B) Details of all planned modifications
- \_\_\_\_\_ \*Landscaping plan, pursuant to Chapter 15.12 of the Town of Taos Municipal Code, if the project is a subdivision, multi-family, commercial or industrial development.
- \_\_\_\_\_ \*Grading and drainage plan, pursuant to Town of Taos Ordinance 97-05: Storm Drainage, if the project is a subdivision, multi-family, commercial or industrial development; if the project is within 150 feet of the centerline of an established arroyo; if grading, cut, fill or importation of material in excess of 500 cubic yards is proposed; or if grading or any area of 1 acre or more is proposed.

## CRITERIA FOR APPROVAL OF A CERTIFICATE OF APPROPRIATENESS

These guidelines are meant to make it easier for applicants and the Historic Preservation Commission to view the criteria for a certificate of appropriateness. The criteria should be used in conjunction with, not substituted for, Section 4-22: Historic Overlay Zone of the Town of Taos Land Use Development Code, which contains a more detailed list of criteria and figures meant to illustrate the criteria.

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### What is a CERTIFICATE OF APPROPRIATENESS?

A Certificate of Appropriateness is defined as the Historic Preservation Commission's written approval required prior to change in use, demolition, relocation, or new construction—including preservation, reconstruction, rehabilitation and restoration—within the Town of Taos Historic Overlay Zone. Certificates of Appropriateness are only required in the Historic Overlay Zone, for activities more extensive than those allowed by an Administrative Permit. In granting a Certificate of Appropriateness, the Commission may require or impose such conditions as will, in its judgment, be reasonably necessary to meet and secure the requirements and factors enumerated in the Code, and to secure substantially the objectives of the Code.

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### All structures in the Town of Taos Historic Overlay Zone shall meet the following criteria for changes in use, relocation, or new construction—including preservation, reconstruction, rehabilitation and restoration.

- \_\_\_\_\_ Should be in harmony with the predominant type and style of architecture of the immediate surrounding neighborhood.
- \_\_\_\_\_ Every effort must be made to maintain the integrity of the existing building's style.
- \_\_\_\_\_ Cannot approve an application that will cause an adjacent structure to lose its contributing status.
- \_\_\_\_\_ Historic photographic documentation shall be submitted, when possible, to determine the historic materials, style and detailing of a structure.
- \_\_\_\_\_ Maximum height of 2 stories, no more than 27 feet.

### Pueblo/Spanish Revival Style:

#### Massing/Scale

- \_\_\_\_\_ Design shall express a massive structural quality.
- \_\_\_\_\_ Buildings over 1 story shall be an aggregate of small building blocks.
- \_\_\_\_\_ Second-story footprints shall not exceed 50% of the footprint of the existing building and shall be "stepped back" from the first story walls, set to the rear or side of the building.
- \_\_\_\_\_ Buildings geometry shall be defined by walls, with roofs being less dominant.
- \_\_\_\_\_ Wall thickness shall be reflected at door and window openings.

- \_\_\_\_\_ Exposed structural elements shall be scaled in a massive manner that corresponds to the building.
- \_\_\_\_\_ Long, interrupted facades shall be avoided.
- \_\_\_\_\_ Roofs shall be flat or moderately sloped with parapets. Dead flat roofs are not recommended.
- \_\_\_\_\_ Unsupported features, such as building cantilevers, are unacceptable.
- \_\_\_\_\_ A human scale should be achieved on larger buildings, entryways and along street facades by using portales, zaguanes, windows, doors columns (usually round) and beams.
- \_\_\_\_\_ Courtyards and patios should be incorporated wherever possible.
- \_\_\_\_\_ Buildings should be arranged so that they cast shadows on each other and emphasize the contrast of shadows and light at corners, while not infringing on adjacent property owners' solar rights.

**Surface Material and Texture**

- \_\_\_\_\_ Buildings shall be coated with mud plaster, stucco or a material with texture similar to mud plaster.
- \_\_\_\_\_ Stucco or related materials that express a smooth but massive surface shall predominate.

**Color**

- \_\_\_\_\_ Building surfaces shall be painted or stuccoed alike in off-white to medium brown.
- \_\_\_\_\_ Wall areas below portales may be painted or stuccoed off-white or other neutral tones.
- \_\_\_\_\_ Window frames, door frames and accent trims only may be painted in various contrasting accent colors reminiscent of "Taos Blue, white or off-white.
- \_\_\_\_\_ Doors, columns, beams and corbeles shall be stained in natural wood tones or weathered wood tones.
- \_\_\_\_\_ Painting with bold patterns, checks, and using buildings as signs is prohibited.

**Windows and Doors**

- \_\_\_\_\_ Divided light windows are encouraged.
- \_\_\_\_\_ Window shapes, arrangements and types should be similar to those found in historic structures.
- \_\_\_\_\_ Recessed windows are encouraged.
- \_\_\_\_\_ Window openings or areas shall be bullnosed and framed by wood casings.

- \_\_\_\_\_ For residential uses, large exposures of glass should not face streets and windows and should be vertical in proportion.
- \_\_\_\_\_ Doors shall be wooden or a combination of wood or glass.
- \_\_\_\_\_ Window and door moldings and exposed lintels are appropriate.
- \_\_\_\_\_ Lintels above window and door openings are usually made of wood.
- \_\_\_\_\_ Wood trim should be minimal around window and door openings.
- \_\_\_\_\_ The combined door and window area of any publicly visible façade shall not exceed 40% of the façade, except for large display windows under the portales of commercial buildings and some solar features.
- \_\_\_\_\_ No door or window on a publicly visible façade shall be nearer than 3 feet to the façade corner.

**Architectural Detailing/Features**

- \_\_\_\_\_ Detailing should be functional. Applied, non-functional elements (such as exposed viga ends where no viga beams are used for structural support) are not appropriate.
- \_\_\_\_\_ Avoid "weaving" vigas.
- \_\_\_\_\_ Portales should express exposed beams and columns with transitional devices such as corbeles.
- \_\_\_\_\_ Corbeles may be ornamental.

**Solar Integration**

- \_\_\_\_\_ Solar hardware shall not appear to be set on roofs, walls, or the ground as an afterthought, but should be built into and integrated into the overall building design. If solar features are not integrated into the building, they shall be hidden from public view by screening such as parapets, roof-mounted or ground-mounted apparatus, fences, berms, landscaping, or buildings.
- \_\_\_\_\_ The use of glass for solar collection, gain, or greenhouses may not exceed 75% of the total wall surface on the south elevation.
- \_\_\_\_\_ Reflected glare on nearby buildings, streets or pedestrian areas shall be avoided.
- \_\_\_\_\_ Skylights should not be visible.

**Mechanical Equipment**

- \_\_\_\_\_ Exterior mounted mechanical and electrical equipment, vents, solar hardware and satellite dishes shall be architecturally screened. Roof-mounted equipment shall be low-profile.
- \_\_\_\_\_ Roof-mounted satellite dishes larger than 24 inches in diameter are prohibited. Ground-mounted satellite dishes shall be screened as described for solar hardware.

**Pitched Roof Territorial Revival Style:**

### **Massing/Scale**

- \_\_\_\_\_ Buildings shall be designed as a single block, usually rectangular in shape.
- \_\_\_\_\_ Multi-story additions are discouraged.
- \_\_\_\_\_ A human scale should be achieved on larger buildings, entryways and along street facades by using porches, windows, doors, columns (usually square) and railings.
- \_\_\_\_\_ Buildings should not appear paneled with rows or stacks of panels.
- \_\_\_\_\_ A single wall plane should dominate any elevation.
- \_\_\_\_\_ Porches are encouraged and shall appear as "attachments " to the main buildings. Porches should provide a transition between the outside street and building interior.

### **Materials and Texture**

- \_\_\_\_\_ Buildings shall be coated with mud plaster or a stucco material of similar texture to express a smooth, massive surface.

### **Color**

- \_\_\_\_\_ Building surfaces shall be painted or stuccoed alike in off-white to medium brown.
- \_\_\_\_\_ Woodwork shall be stained in natural wood tones, weathered wood tones, white or off-white.
- \_\_\_\_\_ Window frames, door frames and accent trims only may be painted in an accent color compatible with the predominant colors found in the area of the town.

### **Roofs**

- \_\_\_\_\_ Roofs shall be pitched, either gable or hip, with a slope between 4:12 and 12:12 and in conformity with neighborhood buildings.
- \_\_\_\_\_ Porch roofs shall not exceed a slope of 3:12.
- \_\_\_\_\_ Roof material shall be composition shingles, roll roofing, plastic corrugated, or metal.
- \_\_\_\_\_ Roof glazing is allowed provided that it does not exceed 20% of the total roof area on any one elevation.
- \_\_\_\_\_ Dormers are allowed to provide additional useable space in half-story areas. Exterior dormer walls should have wood shingles, horizontal wood siding or stucco. Dormer roofing material shall be consistent with the building roofing material.

### **Windows and Doors**

- \_\_\_\_\_ Window shapes, arrangements and types shall be reminiscent of those found in similar historic structures.

- \_\_\_\_\_ Windows and doors may be topped by pedimented moldings and have wide wood borders.
- \_\_\_\_\_ Windows shall be framed by wood casings.
- \_\_\_\_\_ Doors shall be wooden or a combination of wood and glass.
- \_\_\_\_\_ The combined door and window area of any publicly visible façade shall not exceed 40% of the façade, except for large display windows under the portales of commercial buildings.

**Architectural Detailing**

- \_\_\_\_\_ Porches should provide protection from the weather and be constructed of square or turned wood posts with simple detailing reminiscent of those found in similar historic structures.
- \_\_\_\_\_ Porch railings shall have balusters of turned or square wood and should terminate at simple top and bottom rails.
- \_\_\_\_\_ Shingles and horizontal wood siding or stucco may be used in gable ends and for dormers.

**Solar Integration**

- \_\_\_\_\_ Solar collection features should be avoided.
- \_\_\_\_\_ Solar hardware shall be flush with the roof, consistent with the roof pitch and profile, and shall be included in overall glazing allowances.
- \_\_\_\_\_ Solar hardware shall not appear to be set on roofs, walls, or the ground as an afterthought, but should be built into and integrated into the overall building design. If solar features are not integrated into the building, they shall be hidden from public view by screening such as fences, berms, landscaping, buildings or ground-mounted apparatus.
- \_\_\_\_\_ The residential use of glass for solar collection, gain, or greenhouses may not exceed 65% of the total wall surface on the south elevation.
- \_\_\_\_\_ Reflected glare on nearby buildings, streets or pedestrian areas shall be avoided.
- \_\_\_\_\_ Domed or pyramidal skylights are prohibited. Flat skylights are acceptable.

**Mechanical Equipment**

- \_\_\_\_\_ Exterior mounted mechanical and electrical equipment, vents, solar hardware and satellite dishes shall be architecturally screened. Roof-mounted equipment shall be low profile.
- \_\_\_\_\_ Roof-mounted satellite dishes larger than 24 inches in diameter are prohibited. Ground-mounted satellite dishes shall be screened as described for solar hardware.

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**All CONTRIBUTING PROPERTIES in the Town of Taos Historic Overlay Zone shall meet the following ADDITIONAL criteria for changes in use, relocation, or new**

**construction—including preservation, reconstruction, rehabilitation and restoration.**

**What is a CONTRIBUTING PROPERTY?**

Contributing Properties are the most historically significant structures in the Town of Taos Historic Overlay Zone, and are therefore subject to additional and more stringent criteria. A Contributing Property is defined as a building or structure within the Town of Taos Historic Overlay Zone that is approximately fifty (50) years old or older and is designated as a contributing property in an adopted Town of Taos Historic Survey; or that is listed in, suitable for, or is eligible to be listed in the State Register of Culture Properties and/or National Register of Historic Places. A contributing property must meet one (1) of the following criteria:

- (1) Be associated with events that have made a significant contribution to the broad patterns of national, state or Taos history;
- (2) Be associated with the lives of persons significant to national, state or Taos history;
- (3) Possess architectural significance;
- (4) Embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction;
- (5) Have yielded, or be likely to yield, scientific information that creates better understanding of Taos' diverse cultures, prehistory or history;
- (6) Be valued by the local Taos community as an established or familiar visual or cultural feature due to its architectural history, siting, culture characteristics, or heritage; or
- (7) Be suitable for preservation.

The Town of Taos Planning Department keeps a list of Contributing Properties on file. The Commission may designate properties within the Historic Overlay Zone as contributing.

\_\_\_\_\_ The structure shall be used as it was historically, or shall be given a new compatible use that maximizes the retention of distinctive materials, features, spaces, spatial relationships, site and environment.

\_\_\_\_\_ The historic character of the property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property shall be avoided.

\_\_\_\_\_ Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historic development shall not be undertaken.

\_\_\_\_\_ Changes to a property that have acquired historic significance in their own right shall be retained and preserved.

\_\_\_\_\_ Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

\_\_\_\_\_ Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement, the new feature shall match the old in design, color, texture and materials. Replacement of missing features shall be substantiated by documentary and physical evidence. Missing features should be duplicated and replaced, based on careful study of similar features and historical evidence.

Substitute material may be proposed in the following circumstances:

- Unavailability of historic materials,
- Unavailability of skilled craftsmen,
- Inherent flaws in the original materials, or
- Code-required changes.

If substitute material is proposed, it shall be evaluated for:

- Compatibility with the original material;
- The physical properties of the substitute material are compatible with those of the original material so as to produce no negative impact on adjacent historic materials;
- The substitute material will be installed correctly and in a manner that tolerates differences and is careful to protect adjacent historic materials;
- The substitute material has been tested in similar applications and is expected to perform well especially in terms of stability of color and texture, compressive or tensile strengths, acceptable range of thermal coefficients, and durability of coatings and finishes.

Chemical or physical treatments shall be undertaken using the gentlest means possible. Treatments that damage historic materials shall not be used.

Archeological resources shall be protected and preserved in place; mitigation measures must be taken if they are disturbed.

New additions, exterior alterations, or related construction shall not destroy historic materials, features and spatial relationships that characterize the property.

New work shall be differentiated from the old and will be compatible with historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

New additions may be proposed if the purpose for the addition cannot be met by altering non-significant or secondary interior spaces. New additions and adjacent or related construction shall be undertaken so that, if removed in the future, the form and integrity of the historic property and its environment will be unimpaired.

Additions or related construction shall be as inconspicuous as possible from the public view and will not threaten character-defining features, including the setting and/or relationship of buildings and structures.

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**All DEMOLITIONS in the Town of Taos Historic Overlay Zone shall meet the following criteria.**

#### **What is DEMOLITION?**

Demolition is defined as the destruction and removal of a structure or any part or parts of a structure. Unless one of the following cases can be adequately demonstrated by the application, the Preservation Commission should deny the demolition application. The application may be suspended for 180 days, after which time the applicant may submit written documentation that there is no adequate alternative use and no market for the sale or reuse of the structure. If the Preservation Commission concurs, a demolition permit may then be granted.

- \_\_\_\_\_ The applicant can document that the structure does not contribute to the historic and architectural significance or integrity of the Historic Overlay Zone.
- \_\_\_\_\_ The applicant can show through the written judgment of two or more historic preservation professionals that the building is in poor condition and cannot be realistically rehabilitated without significant structural changes.
- \_\_\_\_\_ The local building inspecting official has made a determination that the building is structurally unsafe for public occupancy or is a health menace to the public and cannot realistically be rehabilitated.

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**All RECONSTRUCTION and RESTORATION in the Town of Taos Historic Overlay Zone shall meet the following ADDITIONAL criteria: the Standards for Reconstruction and Standards for Restoration, respectively, as defined in the most recent version of "The Secretary of the Interior's Standards for the treatment of Historic Properties."**

**What is RECONSTRUCTION?**

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features and detailing of a non-surviving building or structure for the purpose or replicated its appearance at a specific period of time and in its historic condition.

**What is RESTORATION?**

Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Because reconstruction and restoration are attempts to construct or restore a building to a specific historical period and/or style, they require special criteria. Reconstruction and restoration projects are rare in the Town of Taos Historic Overlay Zone.

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