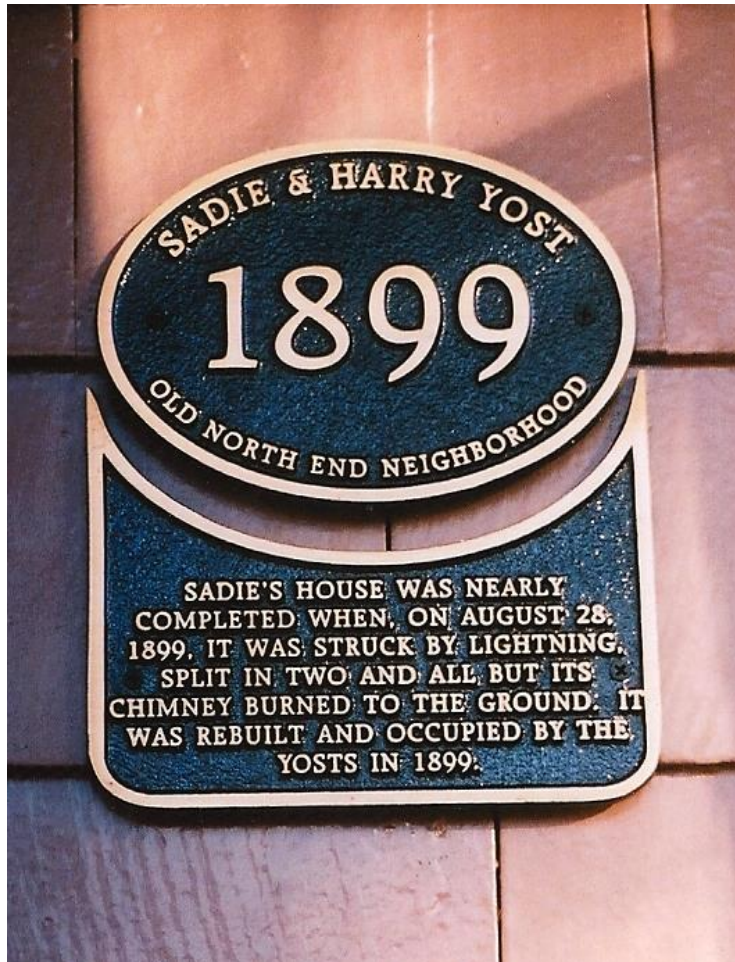


Discovering the History of Your House: ONEN's House Plaque Program



Old North End Neighborhood

Revised: January 2021

Contents of Kit

Welcome Letterp. 3

Application Process

Plaques: What's Involved p. 4

Application Checklist for Plaque 1 p. 5

Application Checklist for Plaque 2 p. 7

Filling in Template for Plaque 1 p. 9

Plaque 1 Templatep.10

Filling in Template for Plaque 2 p.11

Plaque 2 Template p.12

Release Document p.13

Record of Home Ownership/Occupancy... p.14

Guide to Architectural Description p.15

How can we improve this kit? Please tell
Pat Doyle at 473-8108 or patdoyle@mac.com

Welcome to the house plaque program of the Old North End Neighborhood (ONEN).

You are embarking on an adventure that will lead you into the lives of your home's past owners. Who built your home? Was it someone's dream house or an early developer's spec house or rental property? Who lived in it? Were they upstanding citizens or notorious characters? You're about to make some fascinating discoveries.

Our house plaque program began in 1986 through the efforts of the then-North End Homeowners Association to promote pride in our homes and knowledge about our historic neighborhood. It is modeled after programs on the East Coast, such as those in Bristol and Providence, Rhode Island.

ONEN administers this plaque program to increase personal pride in our homes and to heighten the city's awareness of the historical and architectural value of houses in the Old North End. We hope that our civic leaders will appreciate as we do the unique features of our neighborhood and will continue to actively support the Old North End's preservation.

Your research will add to the community history of Colorado Springs. We hope to share some of your stories by way of the ONEN newsletter and website as well as to make the plaque applications available to the Pikes Peak Library District so that these house histories can be accessed by the general public. To enable us to take these steps, please review the House History Release document included with this package and submit the executed original with your plaque application.

President
Old North End Neighborhood Association

Plaques: What's Involved

Two plaques are available to you:

- Basic research leads to an oval bronze plaque (Plaque 1) with the date of your home's construction and the name of the original owners, the longest owners, or the most prominent occupants. If an exact date cannot be determined using deeds, city directories, building permits, and/or blueprints, a circa date will be used on the plaque.
- Further research leads to an added bronze plaque (Plaque 2) that fits under the oval plaque. It describes something special about your house. You may apply for this plaque at the same time you apply for the oval one.

Plaque 1 costs approximately \$135; Plaque 2 is generally somewhat higher in cost due to the amount of text. Shipping adds approximately \$23 to the cost. Once the house-plaque committee has approved your application, the most current price of a plaque and shipping will be confirmed and you will be asked to write a check to cover this cost.

Please contact Pat Doyle at 473-8108 or patdoyle@mac.com to arrange for drop off of your house plaque application for review.

Be sure to keep a copy of all application materials for yourself.

Old North End House Plaque 1 Application/Checklist

Property Address: _____

Current Property Owner(s): _____

Phone: _____ Email address: _____

Application requirements: *All topics below must be addressed in your application in order to obtain Plaque 1 approval. **Please keep a copy of the entire application for your records.***

Your application may include articles from a variety of sources. When copying published material, please also include the name and date of the publication or legibly notate this information in a blank section of the copied page. When photocopies of historical records are difficult to read, you may handwrite over the copy to make critical application information (e.g., dates, legal descriptions, etc.) more legible.

Please provide application information in the order listed.

___ This completed Checklist as cover to the Plaque 1 application.

___ Attach the originals of the document(s) from the Assessor's Office and any ownership Information provided by the Old North End Historic Preservation Committee which show all real estate transfers for the legal description associated with your home.

___ Attach a list of occupants of the home since its construction using the form on page 14 of this application packet. The list should reflect a date range for each occupant (e.g., 1900-1905). Provide copies of substantiating documents to support the dates of occupancy. *Cover pages and street address listings from annual City Directories are the preferred substantiating documentation. If Directory info is not available, please attach dated copies of other sources which support residency.*

___ Enter here the name of your home's first owner. _____

___ Attach a copy of the warranty deed reflecting this owner's name.

___ Indicate in the following space the year the house was built. _____

___ Note here the type of substantiating document (contract, building permit, other public document reference) that reflects your home's year of construction, and attach a copy of it to this application. _____

It is not unusual to be unable to find the actual plans, contracts, or permits for ONEN homes. Please include on an attached sheet as much detail as possible regarding your research into your home's construction. In cases where the exact year cannot be determined, your house plaque will reflect a circa date.

___ Include here the name of the home's architect or builder. _____

___ Attach a copy of the document which substantiates the architect or builder name.

___ Enter here the name of first owner who lived in the house. _____

___ State the type of document that substantiates the first owner occupant and attach a copy. _____

- ___ Attach a brief writeup on several owners or occupants that you researched before making your decision on the name you chose for your Plaque 1. Include source documents with your submission packet to support your writeup.
- ___ Attach a writeup about your home’s most significant owner or occupant, and include your reason for choosing their name for your Plaque 1. Include copies of dated newspaper articles or other source documents to support your writeup.
- ___ Attach a narrative of the home’s significant architectural features. Please provide as much detail as possible as many ONEN homes include characteristics of multiple design styles. Use the *Guide to Describing the Style of Your Home and its Architectural Details* found on page 14 of this document to complete this requirement and the photo requirement below.
- ___ Attach current color photos (photocopies or digital images are not acceptable) of the front, back, and sides of the home. Photos should include close-ups of distinctive architectural features.
- ___ Attach a penciled-in Plaque 1 template indicating your chosen occupant/resident name and documented date of construction. See pages 9 and 10 of this packet for the instructions and template.
- ___ Attach the completed photograph and house history release document with your original signature.

Missing requirements: *the application review committee understands that it can be difficult to find certain information and/or documentation on some ONEN properties. List any requirements that you cannot fulfill and include an explanation. Use additional paper if needed.*

Application submission date: _____

If you need help with or have questions regarding the plaque requirements, contact a member of the Historic Preservation Committee at historicpreservation@oldnorthend.org.

Reviewer notes: (applicant does not complete)

Old North End House Plaque 2 Application/Checklist

Property Address: _____

Current Property Owner(s): _____

Phone: _____ Email address: _____

Application Requirements: *All topics below must be addressed in your application in order to obtain Plaque 2 approval. **Please keep a copy of the entire application for your records.***

Your application may include articles from a variety of sources. When copying published material, please include the name and date of the publication or legibly notate this information in a blank section of the copied page. When photocopies of historical records are difficult to read, you may handwrite over the copy to make critical application information more legible (e.g., dates on deeds of trust, legal descriptions, etc.).

Please provide plaque 2 application information in the order listed.

___ This completed Checklist as cover to the Plaque 2 application.

___ Date of approval of Plaque 1 application if separately submitted. (*approximate if uncertain*)

___ Attach a copy of the Occupancy Record from your Plaque 1 application.

Ownership details:

___ Attach a copy of each Warranty Deed reflecting the transfer of ownership of your home from the time of initial construction to current owner. *These deeds should align with the property transfer information provided to you by the Assessor's Office and the Old North End Historic Preservation Committee for your Plaque 1 application. We will accept the results of a title company search in lieu of copies of the Warranty Deeds. The title search results must also align with owner information reflected on the Plaque 1 application.*

Historical details: compose the following -

___ a **synopsis of significant events** in the life of the house obtained from public records, publications, or other documentation which can be copied for verification. Attach copies of the documentation to the synopsis.

___ **historical highlights** of the first owner or other significant or long-term owner(s) or occupants listed in the Occupancy Record section of the Plaque 1 application, and reference their significance to Colorado Springs.

___ a **detailed review** of at least one owner, resident, or event involving this ONEN property. *Please organize your narrative and its supporting documentation in chronological order.*

___ Optional: *If you have been successful in finding more references to your property and/or occupants of interest than are required to complete the Historical Details section of the Plaque 2 application, we encourage you to enhance the story of your home by including the*

Information in your submission. These are often the stories that make our historic homes “come alive.”

- ___ Attach a penciled-in Plaque 2 template reflecting an approximately 150 character “story” about the owner or occupant name that you chose for your Plaque 1. See pages 11 and 12 of this packet for the instructions and template.
- ___ Attach the completed photograph and house history release document with your original signature.

Missing requirements: *the application review committee understands that it can be difficult to find certain information and/or documentation on some ONEN properties. List any requirements that you cannot fulfill and include an explanation. Use additional paper if needed.*

Application submission date: _____

If you need help with or have questions about the house plaque requirements, contact a member of the Historic Preservation Committee at historicpreservation@oldnorthend.org.

Reviewer notes: (applicant does not complete)

Filling in the Template for Plaque 1

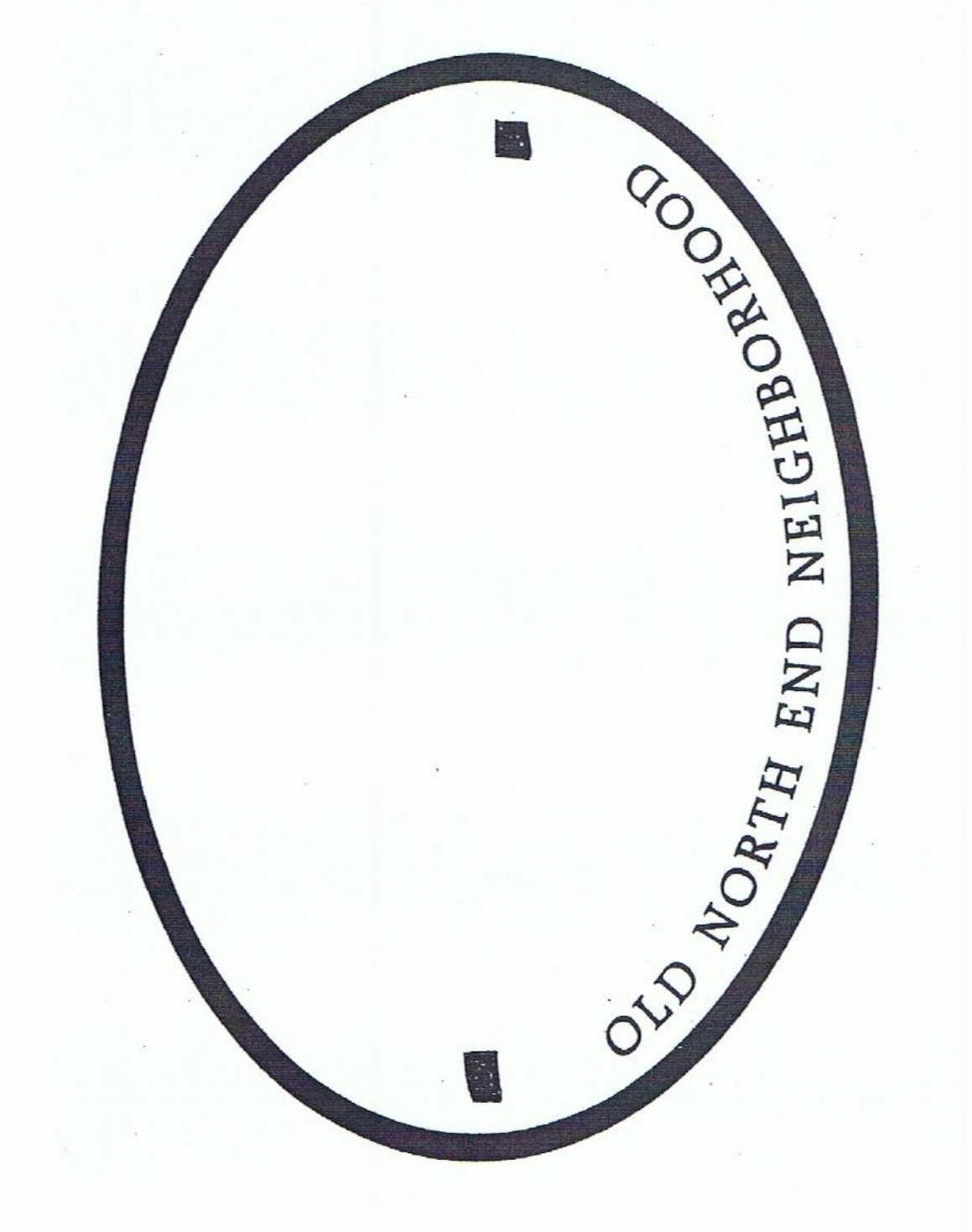
Now that you have completed your research, you should have sufficient information on the date of construction of your house and on the homeowners or residents to show us what you'd like to put on your bronze plaque. Fill in the actual-size template on the next page:

- In the middle of the template, write the year your house was built. If you had difficulty finding documentation that clearly indicates a specific year, the review committee may recommend that a circa date be reflected on your plaque.
- At the top of the template, identify by name the first occupant or occupants of the house or significant people in the community who lived in the house. Be specific, as these eight examples illustrate:

James J. Waring Family
Wilson-Graham House
Sadie's House
Roger W. & Frances B. Scofield
The Sprague Home
Artus & Anne Van Briggie
Eugene P. Shove
Adeline de Beelen Roberts

- For wood siding or shingles, specify front-mount. For stucco, specify rear-mount. (Black squares shown in the template are reserved for the screws.)

Before your bronze plaque is made, you'll receive a mock-up of the plaque for your approval. Once we have your approval of the mock-up and a check for the amount of the plaque, allow 4-6 weeks for delivery. When your plaque arrives, a committee member will contact you.



Filling in the Template for Plaque 2

Plaque 2 is displayed directly under Plaque 1. Fill in the actual-size template on the next page with the information that you would like reflected on your plaque.

- Write in the blank space on the template the exact words you want on the finished plaque. The plaque manufacturer's rule of thumb is not to exceed 150 characters (characters include letters, numbers and punctuation but not spaces), but there is some flexibility in the character count, primarily when the homeowner chooses to use lower case letters. If you have concerns about this step and need assistance, contact a member of the Historic Preservation Committee.
- With design in mind, the manufacturer may have to modify what you've written.
- If the location where you plan to place your plaque has wood siding or shingles, specify front-mount. For stucco, specify rear-mount. (Black squares shown in each template are reserved for the screws.)

Before your bronze plaque is made, you'll receive a mock-up of the plaque for your approval. Once we have your approval of the mock-up and a check for the amount of the plaque, allow 4-6 weeks for delivery. When your plaque arrives, a committee member will contact you.



7 x 5 INCHES

CONSENT AND RELEASE

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, including the satisfaction of possibly having the Property (defined below) included in a book about historic Old North End homes, the undersigned ("Releasor") hereby consents to any use made or to be made by The Old North End Neighborhood, a Colorado nonprofit corporation ("ONEN") and its agents, licensees, producers or publishers and their successors and assigns of pictures, depictions, descriptions, history or related information or images related to Releasor's property, the address of which is set forth below (the "Property"), in whole or part, including alterations, modifications, derivations and composites thereof and any videos, photographs, recordings, texts, images, quotes, pictures, photographs or other content provided by Releasor to ONEN or otherwise produced or collected by ONEN (collectively the "Materials") and Releasor hereby grants ONEN a worldwide, nonexclusive, perpetual, irrevocable, royalty-free license to: (a) to copyright, make use of, reproduce, format, modify and create derivative works of the Materials; (b) to publicly perform or display, import, broadcast, transmit, distribute, license, offer to sell and sell, rent or lease or lend copies of the Materials and derivative works thereof; (c) to combine the Materials and/or derivative works thereof with any other products or services; and (d) to sublicense to third parties the foregoing rights, including the right to sublicense to further third parties; provided, however, that the Material shall not be used in such a way as to hold up to public ridicule or scandal Releasor or Releasor's Property. Except as previously mentioned, Releasor also hereby releases ONEN and its members, managers, directors and agents from any obligation to make any payment hereunder or from any other liability incurred in connection with the use of the Materials in the manner provided above.

Releasor represents that he/she is 18 years of age or older and is competent to contract in his/her own name. Releasor has read this Release before signing below, and fully understands the contents, meaning and impact of this Release.

Property: _____	Releasor:(Property Owner)
Address: _____	Print Name: _____
_____	Signature: _____
	Date: _____

____ By checking this blank, Releasor **does not** grant ONEN permission to **use Releasor's name** in association with the Property and/or Materials. If this blank is not checked Releasor consents to the use of his/her name in association with the Property and/or Materials.

I, _____, as a paid researcher/writer/photographer of the history on the above referenced property, recognize that the copyright for this work is with the property owner and, to the extent necessary, I grant permission as detailed above for use of such work.

Name: (please print)

Date

Guide to Describing the Style of Your Home and Its Architectural Details

1. Take photographs of the front, rear and either side of your home. On the back of each photo label the direction each faces.
2. Concentrate on the distinctive architectural feature(s) on each side of the house; take close-up photos of each.
3. Include all photographs (not digital) with your house history packet.
4. As you write the narrative, use the steps below to help you:
 - a. Include the style of the house. (Example: Bungalow, Victorian, etc.)
 - b. Give a general description, shape, number of stories, and direction the front of the house faces.
 - c. Include roof shape, location and materials, if appropriate.
 - d. Describe from the top down. Starting with the roofline, include the dormers and chimneys
 - e. Start with the vergeboard* (sometimes referred to as bargeboard) and, from the top down, describe each story separately.
 - f. Describe the fenestration (windows, doors, mail drops), using both location; design, if important; materials and exterior surfaces.
 - g. Identify the foundation to the extent you can. Example: Is it stone (type), brick, or concrete? Is it painted?
 - h. Identify what changes are visible: Examples would be additions, new windows/screens, carports. If you can, describe the style and materials of an addition.
5. A few helpful books found within the Pikes Peak Library District (PPLD) system:
 - a. *A Field Guide to American Houses* by Virginia McAlester
 - b. *American Houses: A Field Guide to the Architecture of the Home* by Gerald Foster
 - c. *Old House Dictionary: An Illustrated Guide to American Domestic Architecture (1600 to 1940)* by Steven J. Phillips
6. Although not found within the PPLD system, *American Architecture: An Illustrated Encyclopedia* by Cyril M. Harris., is an excellent reference. This book might be found at the CC or UCCS libraries.

*Vergeboard/bargeboard: "A board that hangs from the projecting side of a sloping gable roof."
American Architecture: An Illustrated Encyclopedia by Cyril M. Harris