



# Hayden Historic Registry

## Application Packet

The Hayden Historic Registry is open to all buildings within the town limits of Hayden and the Hayden area (including West Routt County rural area) that are 75 years and older in construction. This is an honorary designation with the only stipulation that the original structure was constructed 75 years or prior - regardless of additions or alterations. Submit application fee of \$50.00. It is that simple!

### Benefit:

- The Museum staff will help you with research for free at the Museum. You will get a copy of the information compiled about your property, and a copy will be archived at the Museum for safe keeping & future reference.
- Public prestige-You will be provided a metal 12"x 18" plaque with photo (historic if available) similar to the signs on the Hayden historic downtown buildings for display on your property (note: the sign is the property of the Hayden Heritage Center).
- This can be a starting point for county level and state level registries that offer more benefits such as tax incentives etc..
- Best of all you learn about the history of the place you call home!

### The Process:

1. Fill out initial Information sheet, pay the fee (cash, check, or money order made out to the Hayden Heritage Center)
2. Research the needed the information (contact Museum for hours or make appointment)
3. Create a Narrative based on the attached outline
4. Submit to HHC for approval which will be acknowledged at the following regular monthly Board meeting held on the first Thursday of each month
5. After approval the sign will be printed and given to recipient along with copy of file (any originals will be returned to owner/recipient unless otherwise stated)



# Initial Information:

Name of Owner of Property: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact phone # \_\_\_\_\_

Contact email: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

House # / Street / RCR

\_\_\_\_\_

Mailing Address / P.O. Box

Town

State

Zip

Are you the owner of the said property? \_\_\_\_\_

Fee paid \_\_\_\_\_

cash / check / money order

\_\_\_\_\_

Signature of Applicant

Date

\_\_\_\_\_

HHC Representative

Title

Date

# Outline Guide for Narrative

- I. Legal description of property (you can find this on your tax assessment)
- II. Description of property. Describe the physical characteristics (like you would to someone who has never seen your home or where it is located)  
include:
  - location (downtown, subdivision name etc)
  - setting (wooded lot, on a hill, etc)
  - type of house (one story, bi level etc)
  - style (ie colonial, ranch etc)
  - method of construction (stick built, log etc)
  - size ( aprox square footage, 1 bedroom, etc)
  - significant features (stone fireplace, dormers etc)
- III. Describe major changes that have occurred since construction include any additions, alterations, was it moved, and current condition of the structure.
- IV. Explain how this meets the requirements of the registry– give date or approximate date of construction (must be 75 years or older)
- V. Give a brief history of your home's significance who lived there, when, was there any business there, any major events occur there. Was this a Mt. Harris, Bear River or McGregor home, was it moved? How long has it been in your family etc.
- VI. Include street map, plans, photos copies from research of pertinent documents such as newspaper articles etc.



