

# HOUSTON ARCHAEOLOGICAL AND HISTORICAL COMMISSION



PLANNING &  
DEVELOPMENT  
DEPARTMENT

## 2023 HAHC SCHEDULE

COA APPLICATION DEADLINE 12 pm (noon)	HAHC MEETING DATE (2:30 pm)
Mon, December 19, 2022	Thurs, January 26
Mon, January 23	Thurs, February 23
Mon, February 20	Thurs, March 23
-	Thurs, April 20 (Training)
Mon, April 17	Thurs, May 18
Mon, May 22	Thurs, June 29
-	July (no meeting)
Mon, July 3	Thurs, August 3
Mon, August 7	Thurs, September 14
Mon, September 11	Thurs, October 12
Mon, October 9	Thurs, November 9
Mon, November 6	Thurs, December 14
Mon, December 18	Thurs, January 18

<p><b>MEETING TIME &amp; LOCATION:</b>  <b>2:30 p.m.</b> City Hall Annex                  City Council Chambers, Public Level                  900 Bagby Street, Houston, TX with                  Virtual TEAMS option</p>	<p><b>FOR MORE INFORMATION:</b>  <a href="http://www.houstontx.gov/planning/HistoricPres/">http://www.houstontx.gov/planning/HistoricPres/</a>                  email: <a href="mailto:historicpreservation@houstontx.gov">historicpreservation@houstontx.gov</a>                  phone: 832-393-6556</p>
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### NOTES (page 1 of 2)

**Applications:** All applications must be submitted via Historic Preservation Tracker at <https://cohweb.houstontx.gov/hpt/>. <https://cohweb.houstontx.gov/HPT/login.aspx> Application forms can be downloaded at <https://www.houstontx.gov/planning/HistoricPres/certifapp.html>

**Complete Applications:** All materials must be submitted by the deadline listed above to be considered at the following HAHC meeting. Designs must be final at time of application; **major revisions will not be accepted after the deadline. HAHC will not accept new material or redesigns presented at the HAHC meeting; deferral until the following meeting may be necessary to allow for adequate review.**

**Fees:** All COA applications have an application fee. See the *Application Fee Information* at <https://www.houstontx.gov/planning/HistoricPres/certofapp.html>. Project revisions already approved pay the alteration fee (not addition) as the original fee.

**Notice Sign:** All COA applications require a public notice sign to be posted on the property within **3 calendar days** after application submission. See the *COA Sign Requirements* at: <https://www.houstontx.gov/planning/HistoricPres/certofapp.html>

**COA Due Dates:** Certificate of Appropriateness (COA) applications are due 22 calendar days or more in advance of the HAHC meeting by **12 PM (noon)**, on or before **the deadline date listed above**. Application forms can be downloaded at: <https://www.houstontx.gov/planning/HistoricPres/certofapp.html>

**COA Deferral Due Date:** Revisions to items deferred at a HAHC meeting, and fee, are due at least **17 days** in advance of the next meeting.

**Administrative Approval:** Some applications may qualify for approval by the Planning Director. Staff will notify applicants.

**Pre-Application Design Review and Staff Assistance:** You may apply for a pre-application design review and staff will help you with required application materials and design details based on the ordinance. Apply on Preservation Tracker. No fee required; applications assigned weekly to staff teams. <https://cohweb.houstontx.gov/hpt/>.

Action by HAHC 10-10-22, Revised 11-01-22, Reconsidered 12-14-22