

CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

PROPERTY

Address 506 W. Main Houston, TX 77006
 Historic District / Landmark First Montrose Commons HCAD # 0082720000015
 Subdivision First Montrose Commons Lot TR 5 Block BLK 22 Bute

DESIGNATION TYPE

- Landmark
- Protected Landmark
- Archaeological Site
- Contributing
- Noncontributing
- Vacant

PROPOSED ACTION

- Alteration or Addition
- Restoration
- New Construction
- Relocation
- Demolition
- Excavation

DOCUMENTS

- Application checklist for each proposed action and all applicable documentation listed within are attached

OWNER

Name Daman Vance
 Company _____
 Mailing Address 506 W. Main
Houston, TX 77006
 Phone 713.523.2353
 Email _____
 Signature [Signature]
 Date _____

APPLICANT (if other than owner)

Name MIKE SHELTON
 Company HARVARD HEIGHTS
 Mailing Address 940 HARVARD
HOUSTON 77008
 Phone 713 892-9688
 Signature [Signature]
 Date 31 FEB 15

ACKNOWLEDGEMENT OF RESPONSIBILITY

Requirements: A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Preliminary review meeting or site visit with staff may be necessary to process the application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

Deed Restrictions: You have verified that the work does not violate applicable deed restrictions.

Public Records: If attached materials are protected by copyright law, you grant the City of Houston, its officers, agencies, departments, and employees, non-exclusive rights to reproduce, distribute and publish copyrighted materials before the Houston Archaeological and Historical Commission, the Planning Commission, City Council, and other City of Houston commissions, agencies, and departments, on a City of Houston website, or other public forum for the purposes of application for a Certificate of Appropriateness or building permit, and other educational and not for profit purposes. You hereby represent that you possess the requisite permission or rights being conveyed here to the City.

Compliance: If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and HAHC approval. Failure to comply with the COA may result in project delays, fines or other penalties.

Planner: _____ Application received: ___/___/___ Application complete: ___/___/___

CERTIFICATE OF APPROPRIATENESS

APPLICATION INSTRUCTIONS

Well in advance of the COA application deadline contact staff to discuss your project, application requirements, and, if necessary, to make an appointment to meet with staff for a project consultation. Visit the [Historic Preservation Web Manual](http://www.houstontx.gov/HistoricPreservationManual) for historic district profiles, project guidance and forms.

Historic Preservation Office **713.837.7963** **historicpreservation@houstontx.gov**

SUBMISSION INSTRUCTIONS

To submit application to Planning Department:

- email documents to historicpreservation@houstontx.gov (attachments must be less than 10MB)
- send a Dropbox shared folder invitation to historicpreservation@houstontx.gov, or
- contact staff to set up an appointment to drop off a disc or flash drive.

MEETING SCHEDULE

- Applications are due **22 calendar days** in advance of the HAHC meeting by **12 PM (noon)** on the deadline date. Exception: revisions to items deferred or denied at the previous HAHC meeting are due 15 days in advance of the scheduled meeting.
- Application deadlines are firm. All materials must be submitted by the deadline to be considered at the following HAHC meeting. Designs must be final at time of application; 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 month's meeting may be necessary in such cases to allow for adequate review by staff and commissioners.
- HAHC monthly meetings are held at 3:00 PM at City Hall Annex, 900 Bagby Street, City Council Chambers, Public Level.

2014 Meeting Dates (Thursdays unless noted otherwise)	COA Application Deadlines	Demolition / Relocation Posted Sign Deadlines
October 23	October 1	October 13
November 20	October 29	November 10
December 17 (Wednesday)	November 25	December 7

DEFINITIONS

Addition: any expansion to an existing building, structure or object.

Alteration: any change to the exterior of a building or structure, including adding, moving, removing or replacing an exterior feature.

Demolition: an act or process that destroys in whole, or a majority of, any building, structure, object or site.

Excavation: to expose, uncover, or remove by digging, cutting or hollowing out.

Exterior Feature: an element of the architectural character and the general arrangement of the external portion of a building, structure or object, including building materials.

Mandatory Repair: a repair of a building or structure that is necessary to comply with Article IX, Ch. 10, Houston Code of Ordinances, as evidenced by an order of the hearing official or the building and standards commission or by a citation.

New Construction: the erection of a new building, structure, or object, on a lot, site, or other property.

Relocation: any change in the location of a building, structure, or object.

Restoration: accurately recovering the form and detail of a building, structure, object, or site and its setting as it appeared at a particular period of time by means of the removal of later work, or by the replacement of missing earlier work, or both.

CERTIFICATE OF APPROPRIATENESS DEMOLITION CHECKLIST



PLANNING &
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DEPARTMENT

Well in advance of the COA application deadline contact staff to discuss your project and, if necessary, to make an appointment to meet with staff for a project consultation.

Submit all items with the COA application form. An incomplete application may cause delays in processing or may be deferred to the next agenda. Refer to Houston Code of Ordinances, Ch. 33 VII, Sec. 33-247 for demolition approval criteria. Demolition applicants must give public notice by posting a sign at the site of the structure. Refer to attached public notice sign requirements for instructions.

PROPERTY ADDRESS: 506 WEST MAIN "A" (GARAGE ONLY)

DEMOLITION TYPE: unreasonable economic hardship unusual or compelling circumstance

WRITTEN DESCRIPTION

property description, current conditions and any prior alterations or additions NON CONTRIBUTING GARAGE ONLY

PHOTOGRAPHS label photos with description and location

- elevations of all sides of structure
- public notice sign(s) at the site upon installation with time stamp

DRAWINGS

current site plan or survey

DOCUMENTATION

- certified appraisal of the value of the property conducted by a certified real estate appraiser
- assessed value of the land and improvements according to the two most recent assessments, unless the property is exempt from local property taxes
- all appraisals obtained by the owner in connection with the acquisition, purchase, donation, or financing of the property
- all Listings of the property for sale or rent that are less than a year old at the time of the application
- evidence of any consideration by the owner of uses and adaptive reuses of the property
- rehabilitation cost estimates, itemized and detailed, for identified uses or reuses, including the basis of cost estimates
- comparison costs of rehabilitation of the existing building, demolition of the building, and new construction
- complete architectural plans and drawings of the intended future use of the property, including new construction, if applicable/available
- plans to reuse, recycle or salvage list of building materials if a COA is granted
- if applicant is a Nonprofit Organization, provide the following additional written information:
 - cost comparison of the performance of the organization's mission or function in the existing and new buildings
 - impact of reuse of the existing building on the organization's program, function or mission
 - additional costs if any, attributable to the building of performing the nonprofit organization's function within the context of costs incurred by comparable organizations, particularly in the Houston area
 - grants received, applied for or available to maintain or improve the property
 - budget of the nonprofit organization for the current and immediately past fiscal years

CERTIFICATE OF APPROPRIATENESS DEMOLITION PUBLIC NOTICE SIGN



PLANNING &
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DEPARTMENT

SIGN REQUIREMENTS:

Deadline & Duration:

Signs must be posted no less than ten days before the date of the meeting; refer to the schedule on the general application. Signs must be maintained and remain on the site until the close of the meeting at which the HAHC acts on the application. Refer to the Houston Code of Ordinances, Ch. 33 VII, Sec. 33-238.1 for further details.

Location & Size:

A sign shall face each public right-of-way bordering the site. Signs shall be posted no more than 15 feet from the public right-of-way and each sign shall be a minimum of 4 feet by 8 feet with lettering legible from the public right-of-way.

Information on Sign:

- Structure subject to proposal (i.e. residence, garage, commercial building) and address
- Application number (may be obtained from Planning staff)
- Date, time and location of the HAHC meeting
- Contact information for the applicant
- Contact information for the Planning and Development Department

Example:

NOTICE OF CERTIFICATE OF APPROPRIATENESS APPLICATION
PROPOSED DEMOLITION OF RESIDENCE AT 123 PARK ST.
APPLICATION #140101

Houston Archaeological & Historical Commission will consider the application on:

January 1, 2014 at 3:00 p.m.
City Hall Annex, Public Level
Bagby Street, Houston, Texas

For information contact:

Mr. Person, applicant: 555-123-4567 or mrperson@email.com

– or –

Houston Planning & Development Department, Historic Preservation Office:

713-837-7963 or historicpreservation@houstontx.gov

CERTIFICATE OF APPROPRIATENESS NEW CONSTRUCTION CHECKLIST



PLANNING &
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Well in advance of the COA application deadline contact staff to discuss your project and, if necessary, to make an appointment to meet with staff for a project consultation.

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Houston Code of Ordinances, Ch. 33 VII, Sec. 33-242 for approval criteria for new construction in a historic district.

PROPERTY ADDRESS: 506 ~~508~~ WEST MAIN "A"

NEW BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building
- garage
- carport
- accessory structure
- other GARAGE APT

DRAWINGS

scale like drawings the same; include all dimensions and drawing scale; label with cardinal directions

- site plan
- floor plans
- window and door schedule
- roof plan
- elevations (all sides)
- perspective

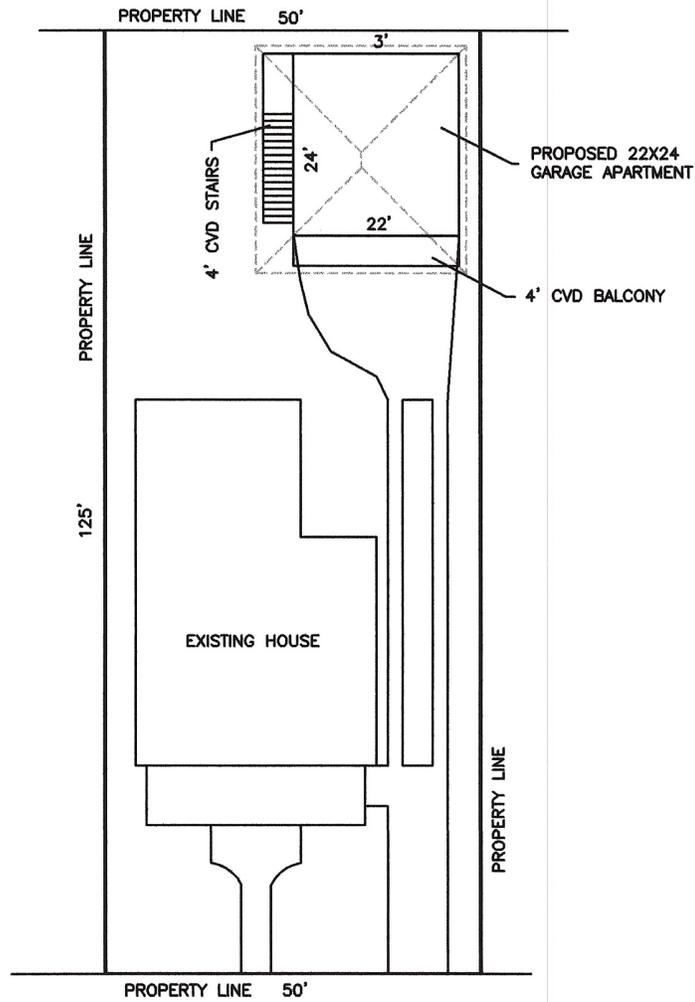
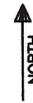
WRITTEN DESCRIPTION

- describe new structure including square footage, levels, foundation, siding, windows, doors, roof and details
- materials description; attach specification sheets if necessary

PHOTOGRAPHS label photos with description and location

- site as seen from street, from front and corners, include neighboring properties

THE NEW PROJECT IS 22x24 (528^{sq}) WITH A 4x12 COVERED BALCONY IN THE FRONT. IT HAS WOOD STAIRS WITH A 4x8 COVERED LANDING, CONCRETE SLAB, 6" HARPI SMOOTH SIDING, WOODEN WINDOWS, METAL ONE LITE DOORS, GREEN COMP. SHINGLES.



WEST MAIN

SITE PLAN

506 WEST MAIN "A"

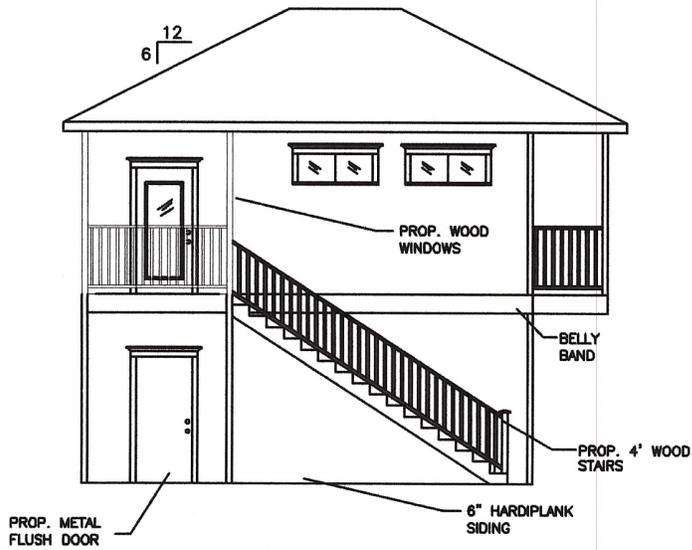
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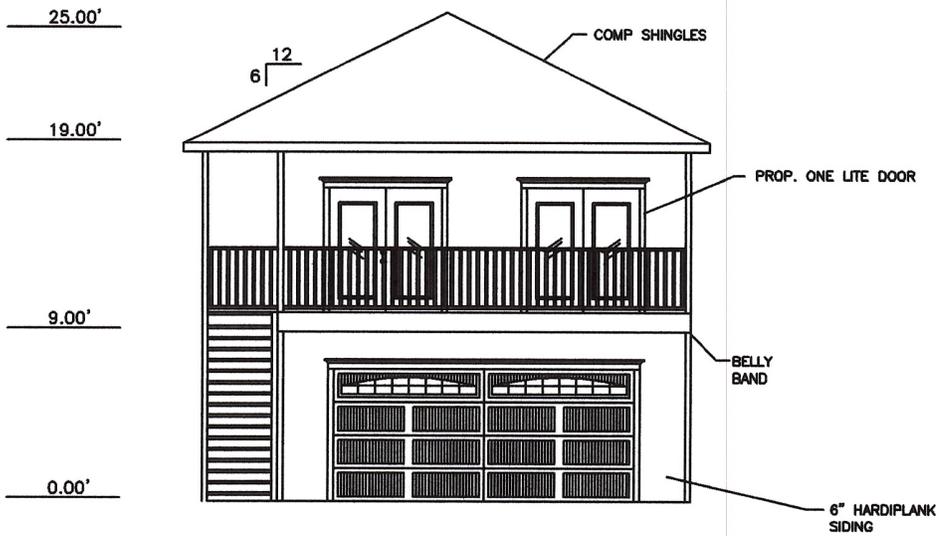


HARVARD HEIGHTS CONSTRUCTION
940 HARVARD HOUSTON, TX. 77008

713-880-8090



LEFT



FRONT

ELEVATIONS

506 WEST MAIN "A"

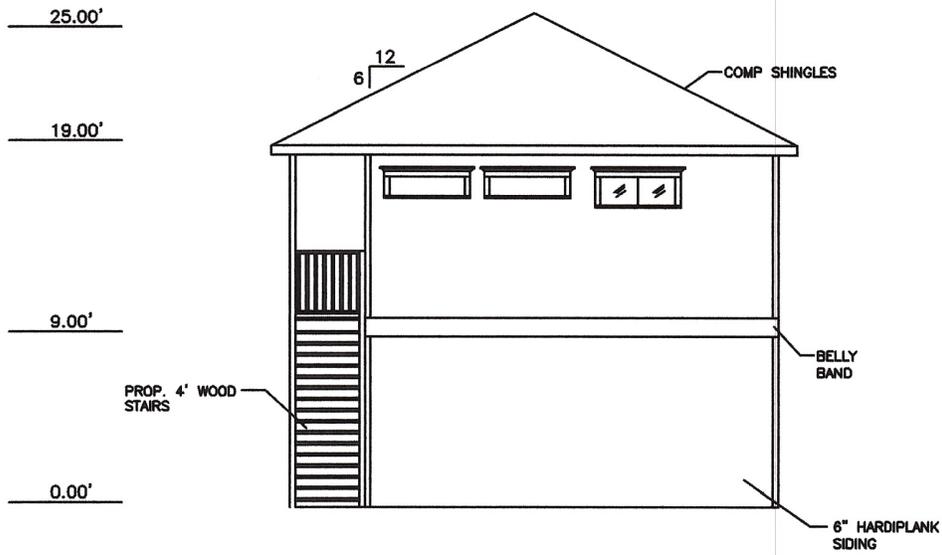
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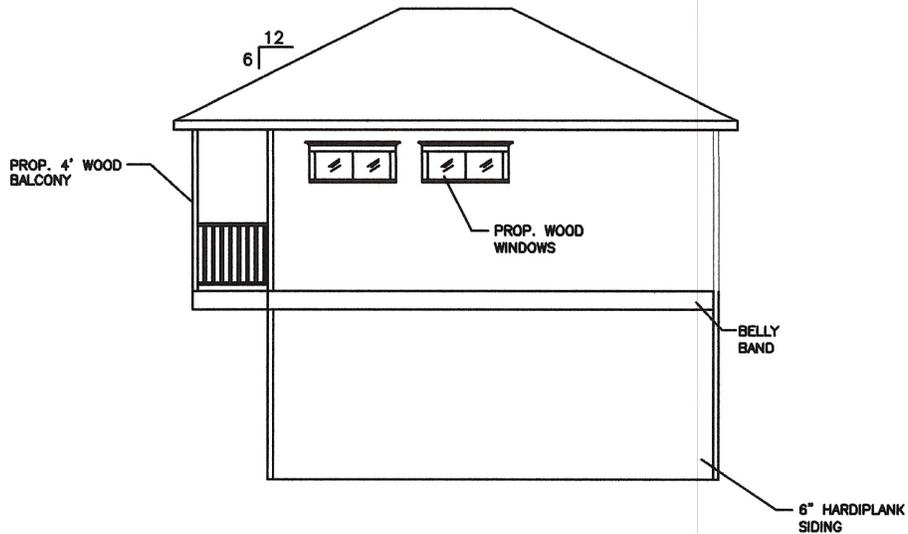


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BACK



RIGHT

ELEVATIONS

506 WEST MAIN "A"

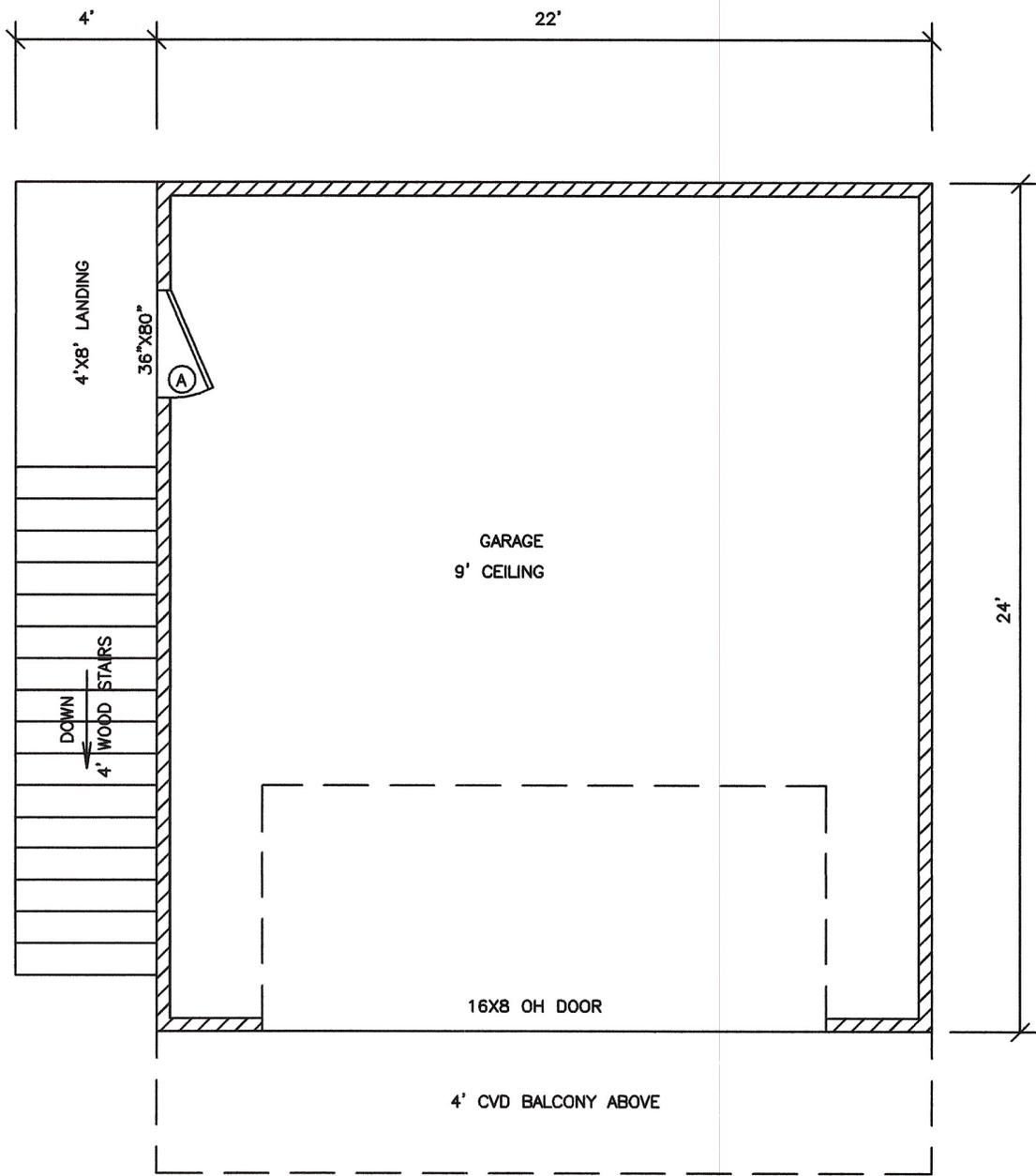
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FIRST FLOOR

506 WEST MAIN "A"

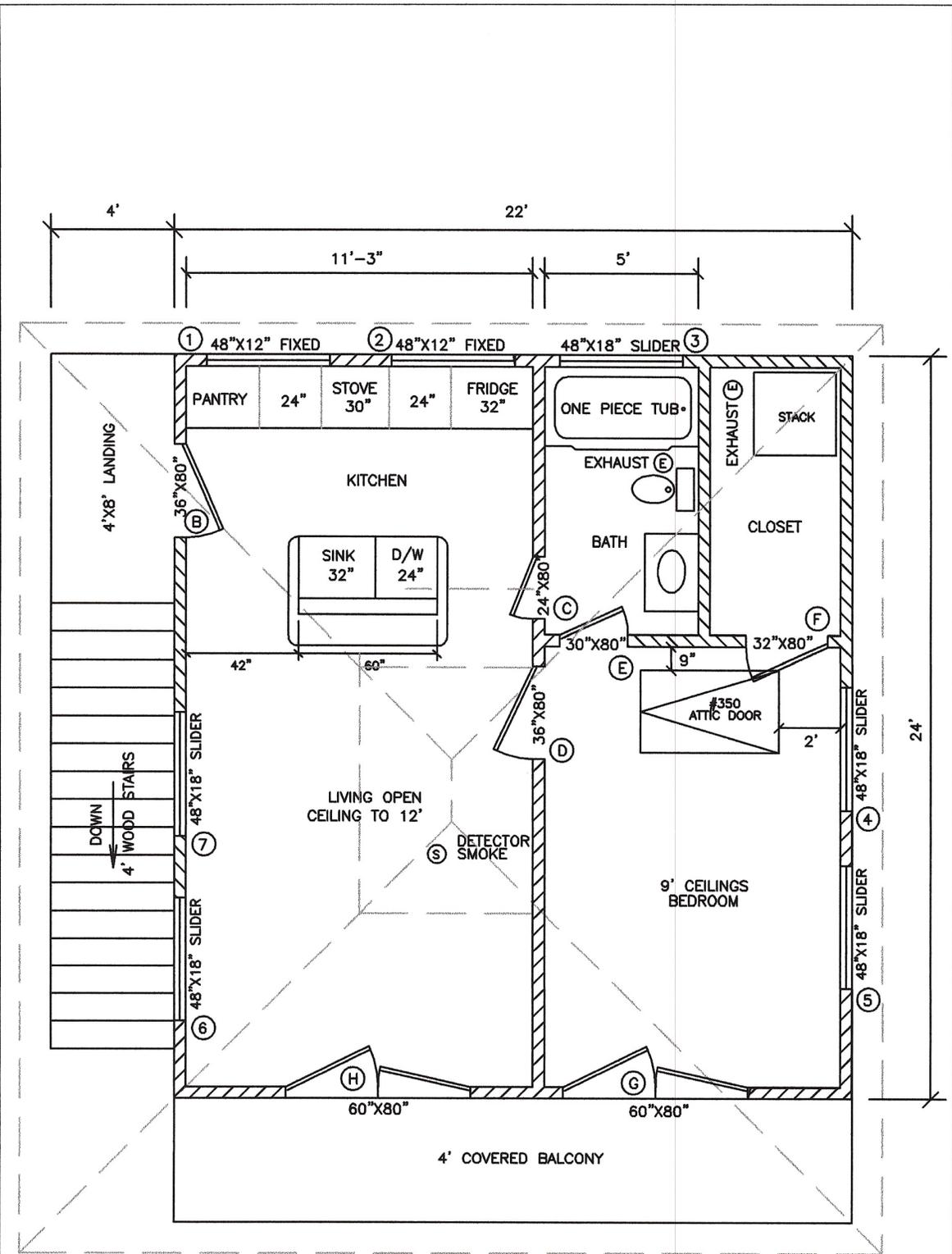
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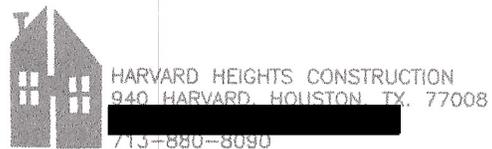


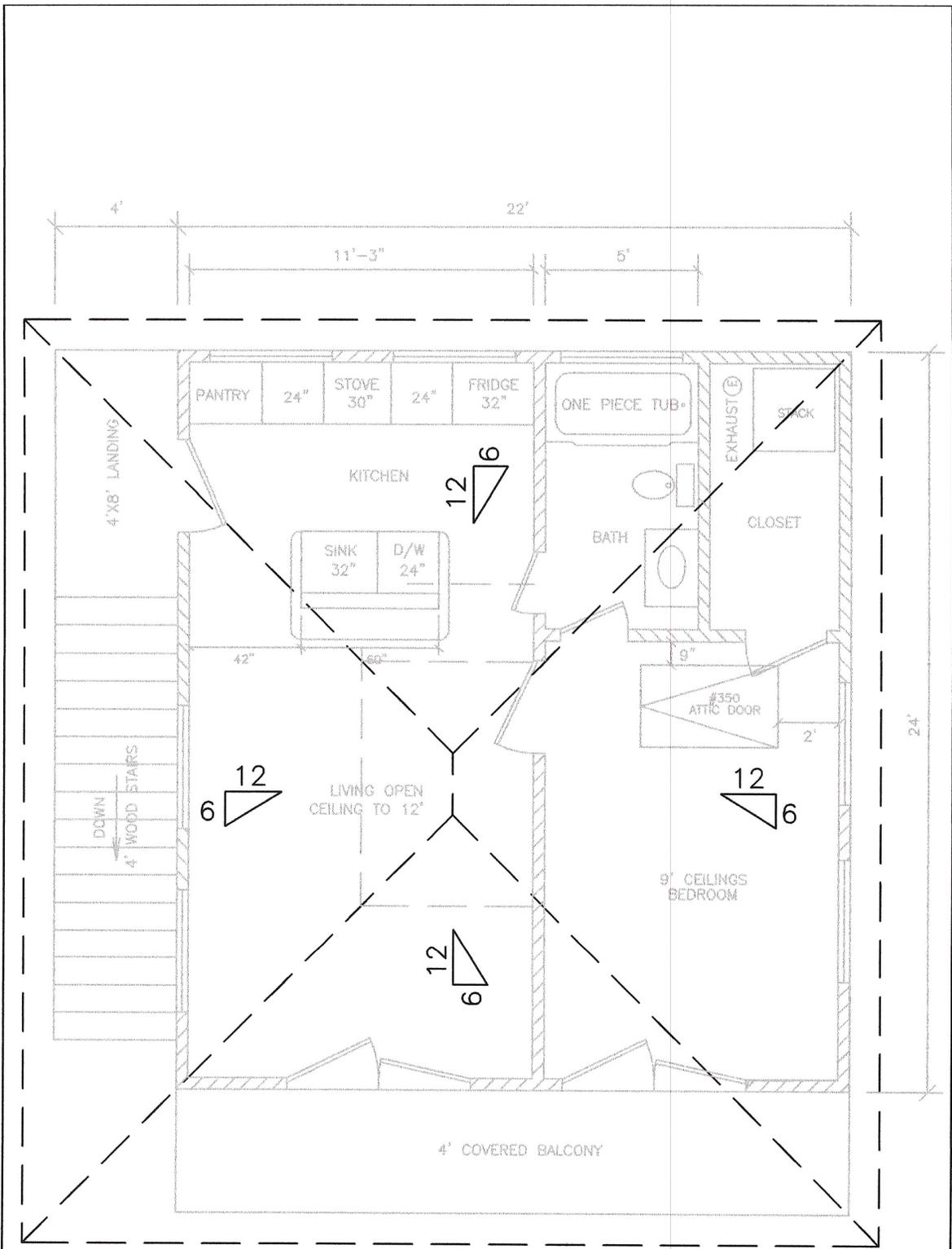
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SECOND FLOOR
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ROOF PLAN

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DOOR SCHEDULE

LOCATION	DOOR SIZE	REMARKS
A	36"X80"	METAL
B	36"X80"	ONE LITE
C	24"X80"	INTERIOR
D	36"X80"	INTERIOR
E	30"X80"	INTERIOR
F	32"X80"	INTERIOR
G	60"X80"	ONE LITE
H	60"X80"	ONE LITE

WINDOW SCHEDULE

LOCATION	WINDOW SIZE	SILL HEIGHT	REMARKS
1	48"X12"	90"	WOOD FIXED
2	48"X12"	90"	WOOD FIXED
3	48"X18"	78"	WOOD SLIDER
4	48"X18"	78"	WOOD SLIDER
5	48"X18"	78"	WOOD SLIDER
6	48"X18"	78"	WOOD SLIDER
7	48"X18"	78"	WOOD SLIDER

DOOR WINDOW SCHEDULE

506 WEST MAIN "A"



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ANTROSE COMMONS
YARD MONTH

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