

# CERTIFICATE OF APPROPRIATENESS APPLICATION FORM



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

**PROPERTY**

Address 544 HARVARD ST.  
 Historic District / Landmark HOUSTON HEIGHTS SOUTH HCAD# 021621000023  
 Subdivision HOUSTON HEIGHTS Lot 23 Block 289

**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 RR DEVELOPMENT HOLDINGS LLC  
 Company \_\_\_\_\_  
 Mailing Address 732 HARVARD ST.  
HOUSTON TX 77007  
 Phone 713-542-4352  
 Email [REDACTED]  
 Signature   
 Date 1-5-18

**APPLICANT (if other than owner)**

Name WILLIAM RILEY  
 Company \_\_\_\_\_  
 Mailing Address 732 HARVARD ST  
HOUSTON, TX 77007  
 Phone 713 542-4352  
 Email [REDACTED]  
 Signature   
 Date 1-5-18

**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 ALTERATION & ADDITON CHECKLIST



PLANNING &  
DEVELOPMENT  
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.

Complete all applicable items 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. 33-241 for approval criteria for alteration, rehabilitation, restoration and additions.

PROPERTY ADDRESS: 544 HARVARD ST.

## BUILDING TYPE

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> single-family residence | <input type="checkbox"/> garage              |
| <input type="checkbox"/> multi-family residence             | <input type="checkbox"/> carport             |
| <input type="checkbox"/> commercial building                | <input type="checkbox"/> accessory structure |
| <input type="checkbox"/> mixed use building                 | <input type="checkbox"/> other               |
| <input type="checkbox"/> institutional building             |  |

## ALTERATION TYPE

- |  |   |
|--|---|
| <input type="checkbox"/> addition                    | <input type="checkbox"/> roof             |
| <input type="checkbox"/> foundation                  | <input type="checkbox"/> awning or canopy |
| <input type="checkbox"/> wall siding or cladding     | <input type="checkbox"/> commercial sign  |
| <input type="checkbox"/> windows or doors            | <input type="checkbox"/> ramp or lift     |
| <input checked="" type="checkbox"/> porch or balcony | <input type="checkbox"/> other            |

## WRITTEN DESCRIPTION

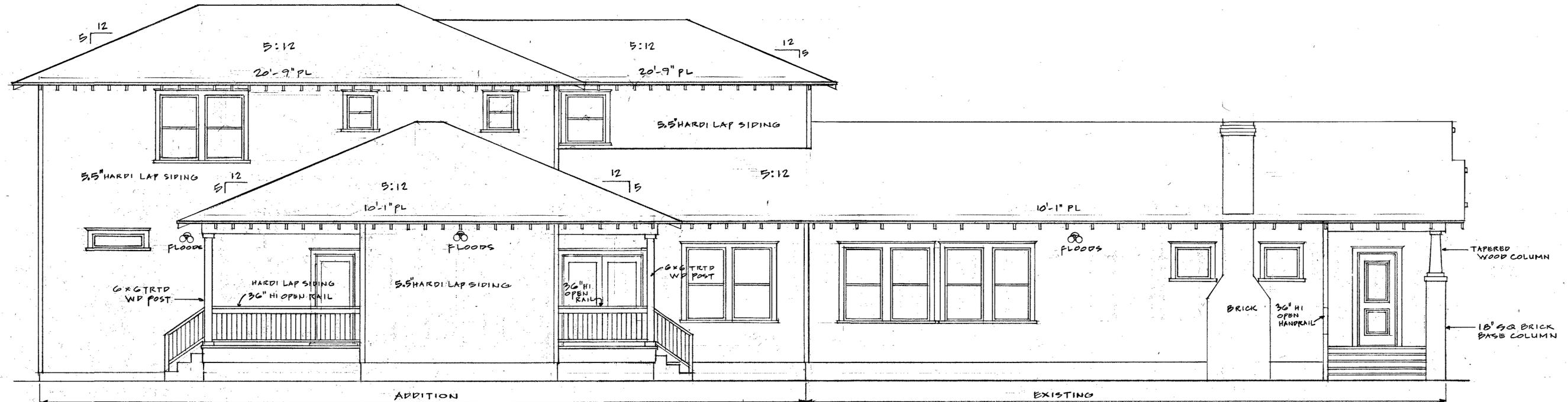
- property description, current conditions and any prior alterations or additions
- proposed work; plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new materials description; attach specification sheets if necessary

## PHOTOGRAPHS label photos with description and location

- elevations of all sides
- detail photos of exterior elements subject to proposed work
- historical photos as evidence for restoration work

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

- |  |   |
|--|---|
| <input type="checkbox"/> current site plan                 | <input type="checkbox"/> demolition plan                  |
| <input type="checkbox"/> proposed site plan                | <input type="checkbox"/> current roof plan                |
| <input type="checkbox"/> current floor plans               | <input type="checkbox"/> proposed roof plan               |
| <input type="checkbox"/> proposed floor plans              | <input type="checkbox"/> current elevations (all sides)   |
| <input type="checkbox"/> current window and door schedule  | <input type="checkbox"/> proposed elevations (all sides)  |
| <input type="checkbox"/> proposed window and door schedule | <input type="checkbox"/> perspective and/or line of sight |

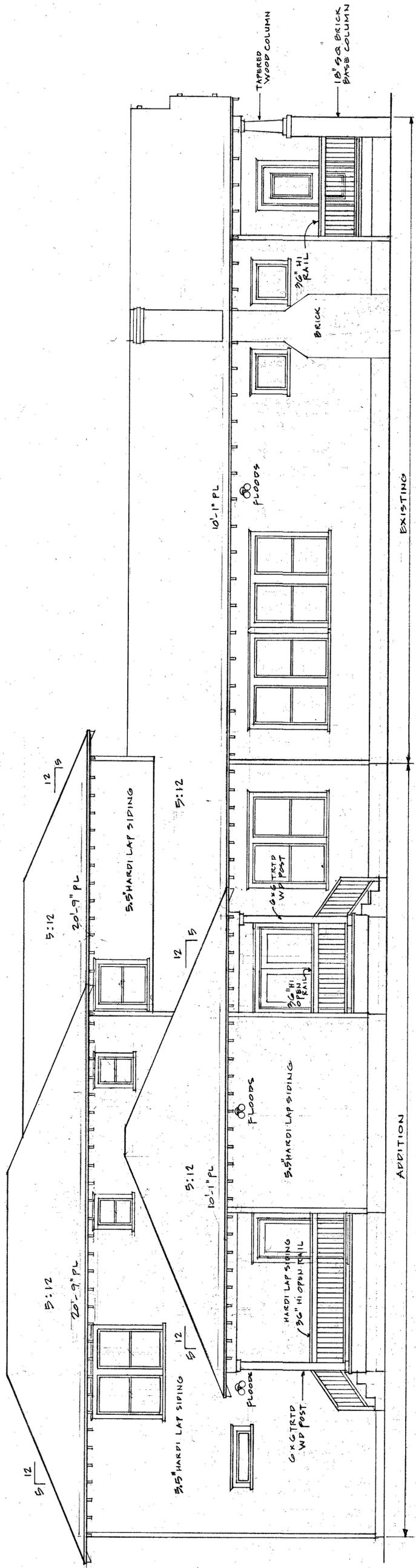


NORTH ELEVATION  
SCALE 1/4" = 1'-0"



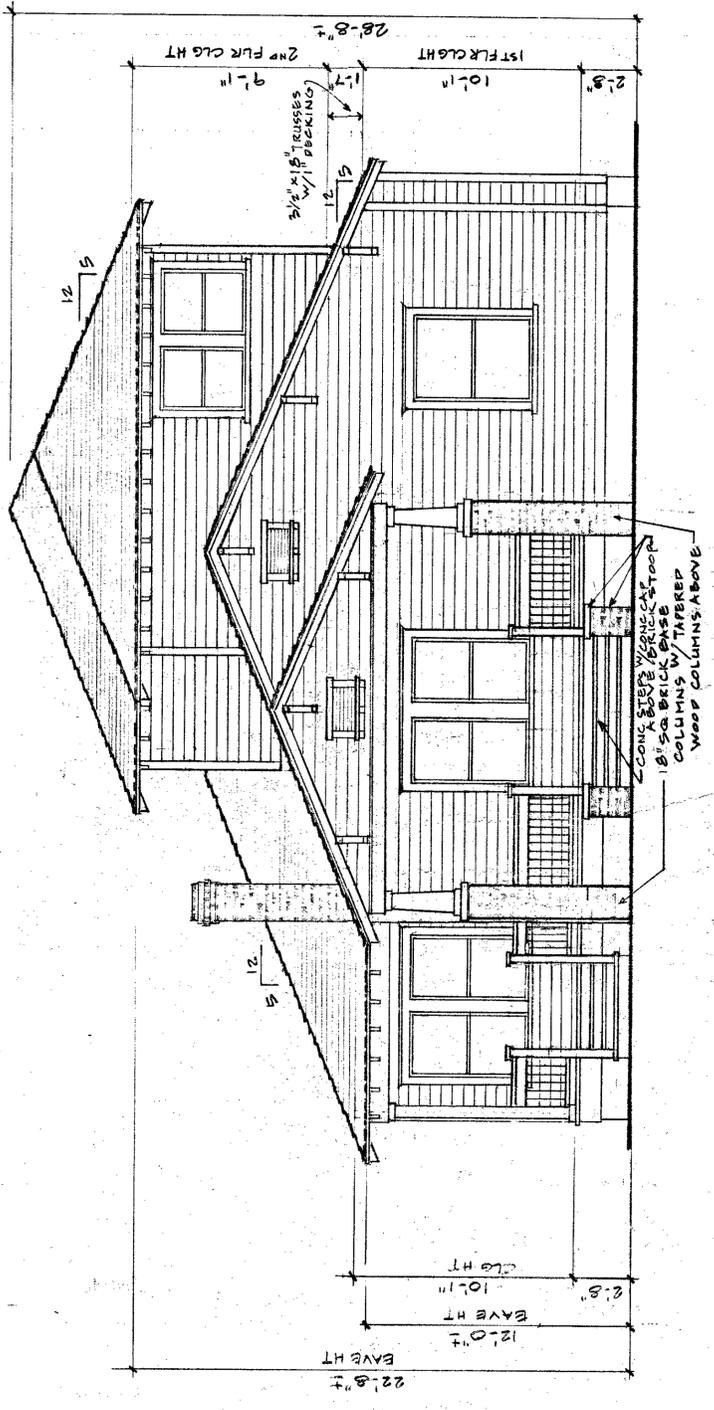
WEST ELEVATION  
SCALE 1/4" = 1'-0"

W.C. RILEY @ SW BELL . NET



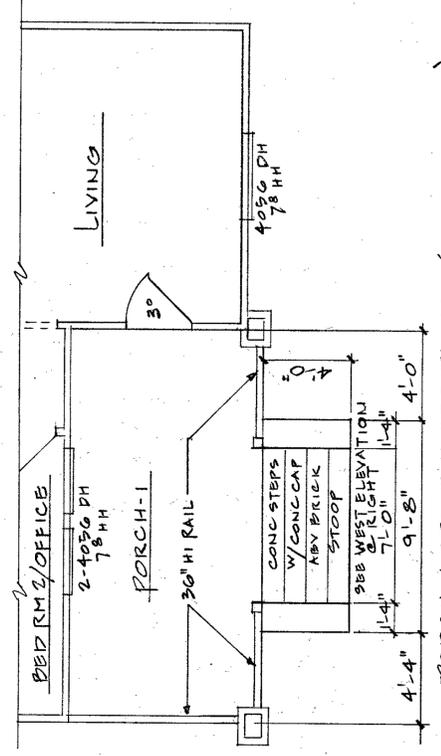
NORTH ELEVATION

SCALE 1/4" = 1'-0" (REVISED 11-18-14)



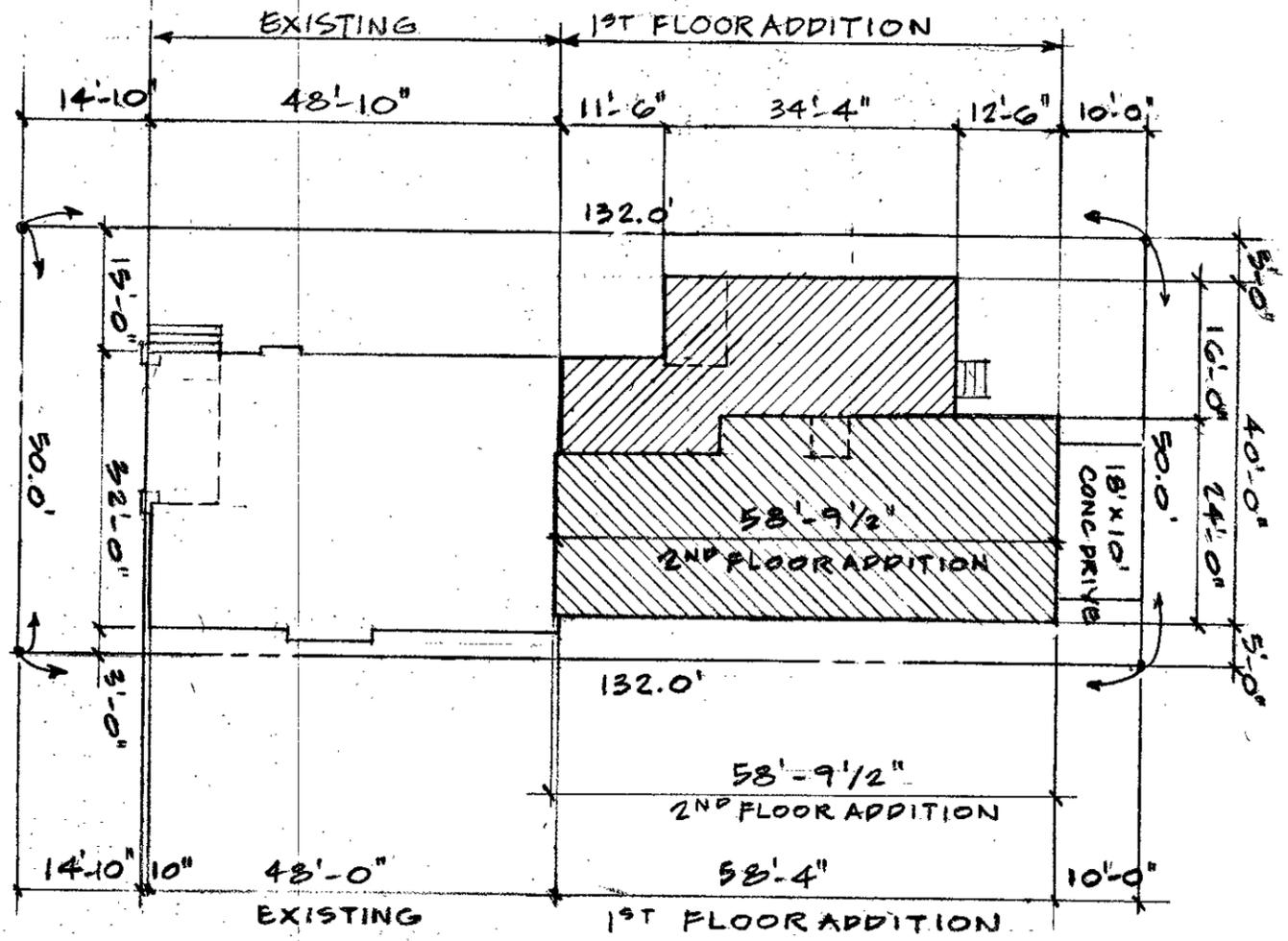
WEST ELEVATION

SCALE 1/4" = 1'-0" (REVISED 11-18-14)



PORCH-1 STRIP FLOOR PLAN (REVISED 11-18-14)

SCALE 1/4" = 1'-0"



544 HARVARD  
LOT 23  
BLOCK 289  
HOUSTON HEIGHTS  
HOUSTON TEXAS

SITE PLAN

SCALE 1" = 20'-0"

BICYCLE BUNGALOWS  
BILL RILEY-BUILDER

PLAN PK-544 HARVARD

LA-8-14 SHEET SITE