CERTIFICATE OF APPROPRIATENESS
APPLICATION FORM

PLANNING & DEVELOPMENT DEPARTMENT

PROPERTY

Address 614 W. Main St.

Historic District / Landmark First Montrose Commons HCAD # 0230640000006

Subdivision Lockhart, Connor & Barziza Lot TRS 6 & 7 Block 8

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 Harold Stephen Grace III & Jennifer Grace

Company

Mailing Address 614 W. Main St.

Houston, TX. 77006

Phone 713-253-7652

Email [redacted]

Signature H. Stephen Grace III

Date 10/29/2014

APPLICANT (if other than owner)

Name

Company

Mailing Address

Phone

Email

Signature

Date

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:* ___ /___ /___

Rev. 10.2014

CERTIFICATE OF APPROPRIATENESS APPLICATION

PART I – GENERAL FORM

PLANNING & DEVELOPMENT DEPARTMENT

Complete all sections and attach all necessary documentation as an incomplete application may cause delays in processing. A complete application includes two parts: part 1- general form; and part 2 - COA checklist(s) for project type and all applicable documentation requested within the checklist(s). Please review the criteria to be considered by the HAHC for Certificates of Appropriateness in the Houston Code of Ordinances, Historic Preservation Ordinance, Chapter 33 VII, Sections 33-240 through 33-249. Refer to the Historic Preservation section on the City of Houston Planning Department website for more information at www.houstontx.gov/planning.

OWNER [1]

Name	H. Stephen Grace III		
Company			
Mailing Address	614 W. Main St.		
City	Houston	State TX	Zip 77006
Phone	713-253-7652		
Email	[redacted]		
Signature [2]		**Date**	10/24/14

APPLICANT (if other than owner)

Name		
Company		
Mailing Address		
City	State	Zip
Phone		
Email		
Signature		Date

SITE

Address	614 W. Main St.	City	Houston	State TX	Zip 77006
Subdivision	Lockhart Connor & Barziza	Lot	TRS 6 & 7	Block	8

PROPOSED ACTION (refer to definitions on next page)

- [x] **Addition, Alteration**, **Rehabilitation** and/or **Restoration**[3]
- [ ] **Relocation** [3]
- [ ] **Mandatory Repair** by order or citation [3]
- [ ] **New Construction** in an historic district
- [ ] **Demolition** [3]
- [ ] **Excavation** of an archaeological site

ATTACHED DOCUMENTATION

- [ ] **Written Description** detailing existing site conditions including lot size, structures on lot, area of structures in square feet, setbacks, driveways, and other unique conditions, AND detailed description of the proposed activity; refer to checklists for details
- [x] **Current Photographs** showing the overall structure for each elevation visible from a public right-of-way
- [x] **Renderings** illustrating existing conditions and proposed activity; refer to checklists for project-specific rendering requirements
- [ ] **Deed Restriction** compliance of proposed activity and approval of neighborhood or civic association, if applicable
- [ ] **Application Checklist** [4] for each proposed action checked above and all applicable documentation listed within checklist

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[1] **Owner** is the record title property owner. **Applicant** may be owner, tenant, architect, contractor, etc.
[2] Application will not be accepted as complete without a signature of the record title property owner
[3] Applies to any landmark, protected landmark, or structure within a historic district or archaeological site
[4] Submit a separate checklist for each proposed action (i.e. a project including an **Addition** to a house and **New Construction** of a detached garage)

To be completed by PLANNING STAFF:	*Application received by:*	*Date:*
	Accepted as complete by:	*Date:*

CERTIFICATE OF APPROPRIATENESS APPLICATION

PART I – GENERAL FORM

PLANNING & DEVELOPMENT DEPARTMENT

SUBMISSION INSTRUCTIONS

A complete application for a Certificate of Appropriateness (COA) must be submitted at least 15 days prior to the date of the next HAHC meeting to allow time for staff to review the proposal and give public notice of the HAHC hearing agenda. Application materials shall be submitted to Historic Preservation staff in the Planning and Development Department via:

(1) Email - attach digital format documentation (preferred) OR

(2) In person by appointment - digital format on a disc (preferred) or hard copy at 611 Walker, 6th Floor, Houston, Texas

CONTACT INFORMATION

Well in advance of the COA application deadline (see schedule below) contact staff in the Historic Preservation office to discuss your project and, if necessary, to make an appointment to meet with a staff member in person for project consultation. Please don't hesitate to contact staff with any questions regarding the COA application process or documentation requirements:

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

2014 MEETING SCHEDULE – *REVISED EFFECTIVE JUNE 1, 2014*

- Beginning with the June 2014 HAHC meeting, COA applications are due 22 calendar days in advance of the 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.

HAHC 2014 Meeting Dates (Thursdays unless noted otherwise)	**COA Application Deadlines**	**Demolition / Relocation Posted Sign Deadlines**
May 22	May 7	May 12
June 19	May 28*	June 9
July 17	June 25*	July 7
August 28	August 6*	August 18
September 25	September 3*	September 15
October 23	October 1*	October 13
November 20	October 29*	November 10
December 17 (Wednesday)	November 25*	December 7

** Revised Dates*

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, Chapter 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.
Rehabilitation: returning a building, structure, object, or site to a state of utility that makes possible an efficient contemporary use while preserving those portions or exterior features that are historically, architecturally and culturally significant.
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 APPLICATION

PART II.A – CHECKLIST AND FORM:

ADDITION, ALTERATION, REHABILITATION AND/OR RESTORATION

PLANNING & DEVELOPMENT DEPARTMENT

Please complete all applicable items and submit with the COA application; digital application documents preferred. 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. 33-241 for HAHC consideration criteria for approval for an addition, alteration, rehabilitation, or restoration of a landmark; protected landmark; or structure in a historic district.

ACTION TYPE AND SUBTYPES: (select all that apply)

☐ Addition

Side Addition

- ☐ addition to a single side of structure
- ☐ addition to multiple sides of structure

Rear Addition

- ☐ addition to rear of same width/height of existing structure
- ☐ addition to rear taller and/or wider than existing structure

Additional Story / Level / Height

- ☐ 1 additional level/story to existing
- ☐ 2+ additional levels/stories to existing
- ☐ other addition increasing height of existing (explain in written description)

Porch / Balcony

- ☐ addition of a porch/balcony at the front of the structure
- ☐ addition of a porch/balcony at a side of the structure
- ☐ addition of a porch/balcony at the rear of the structure

Other

- ☐ type of addition not listed above (explain in written description)

☒ Alteration, Rehabilitation or Restoration

Foundation

- ☐ leveling or height alterations
- ☒ foundation material or foundation cladding
- ☐ type alteration; i.e. slab on grade, pier on beam

Walls

- ☐ cladding: i.e. siding, shingles, brick, paneling, stucco
- ☐ windows: i.e. location, size, type, material, quantity
- ☐ doors: i.e. location, size, type, material, quantity
- ☐ commercial storefront system

Roof

- ☐ shape: i.e. form, pitch, type
- ☐ wall junction: i.e. eaves, soffit, brackets, overhang
- ☐ projections: i.e. chimneys, towers, dormers
- ☐ equipment: i.e. antennas, solar panels

Architectural Elements

- ☐ awnings or canopies
- ☐ porch or balcony
- ☐ columns or visible structural members
- ☐ commercial signage
- ☐ other architectural element alterations (explain in written description)

ALTERATION, REHABILITATION, RESTORATION, ADDITION DOCUMENTATION:

Photographs (label each photo with a description and location)

- ☐ **Elevations** of front (street) facing facade and all sides of the structure visually affected by the proposed addition or alteration
- ☐ **Detail Photos** of exterior elements subject to proposal illustrating current pertinent conditions; i.e. damaged beyond repair materials, architectural elements to be altered or replicated, areas to be altered or removed
- ☐ **Historical Photos** or evidence illustrating past architectural authenticity if restoring or replacing missing historic elements

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Renderings (accurately scaled and dimensioned)

- ☐ **Current Site Plan** of the property containing the subject of the proposal, indicate area of proposed work; include dimensions for all setbacks from property line, easements, secondary structures, and any other pertinent existing site conditions

Site Address	Subdivision	Lot	Block
614 W. Main St.	Lockhart, Connor and Barziza	TRS 6 & 7	8
Primary Project Contact	[redacted]	Phone	
Steve Grace		713-253-7652	

CERTIFICATE OF APPROPRIATENESS APPLICATION

PART II.A – CHECKLIST AND FORM:

ADDITION, ALTERATION, REHABILITATION AND/OR RESTORATION

PLANNING & DEVELOPMENT DEPARTMENT

- ☐ **Proposed Site Plan** for additions, removals or proposals altering site configurations; for additions clearly indicated the location, size and footprint of the addition; include dimensions locating alteration in respect to the existing structure; i.e. dimension from front wall to beginning of a rear addition
- ☐ **Architectural Plans and Elevations** of the proposed alterations and/or additions, including:
  - ☐ **Floor Plans** of existing and proposed if adding to the existing building footprint
  - ☐ **Roof Plans** of existing and proposed if adding to or altering the existing roof shape, form, pitch or size
  - ☐ **Demolition Plan** if any existing exterior features are proposed to be removed from the existing structure
  - ☐ **Elevations** of existing and proposed of all sides of the structure that the proposed addition or alteration is visible

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Written Description (include the following items, use the area below and/or attach additional pages)

- ☐ **Subject of Proposal** description including current location and condition of the structure and any prior alterations or additions
- ☐ **Proposed Work** description including plans to add, remove, repair or replace any exterior features or materials with in-kind or new features or materials; clearly describe location of proposed alterations and/or label on plan and elevation drawings
- ☐ **Materials** description and condition of existing materials and proposed materials if original materials cannot be retained; include, when applicable: product information or specification sheets; door and window schedule; samples to further demonstrate new materials; any plans to salvage, reuse or recycle historic or original materials proposed for removal
- ☐ **Criteria Adherence** describe how the proposal satisfies the determination criteria as stated in the Historic Preservation Ordinance, Sec. 33-241 **(a)** or **(b)** or **(c)** for an:
  - ☐ **(a)** addition, alteration, rehabilitation or restoration of an exterior feature to a landmark, protected landmark, contributing structure within a historic district, or structure on an archaeological site, upon finding that it satisfies criteria (1) through (11) as stated in Section 33-241(a)

  OR
  - ☐ **(b)** an addition to a contributing structure within a historic district, upon finding that it satisfies criteria (4) and (1) or (2) or (3) as stated in Section 33-241(b)

  OR
  - ☐ **(c)** an addition, alteration, rehabilitation or restoration of an exterior feature of a noncontributing structure within a historic district upon finding that it satisfies criteria (1); and for an addition, criteria (2) as stated in Section 33-241(c)

I (we) request approval of a Certificate of Appropriateness to…

Replace skirting on the crawlspace area of 614 W. Main St. The previous skirting was a pressed tin skirting with a pressed brick pattern. The pressed tin skirting was removed in 2012 when we submitted a prior application to replace the skirting (which was approved by the HAHC), but we did not have the work done that year.

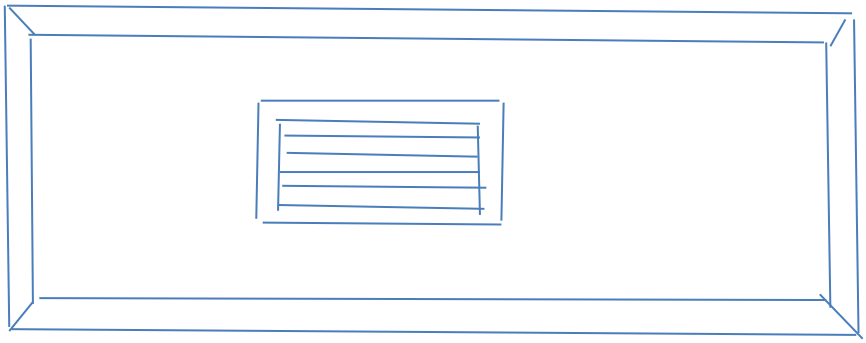
So now we want to proceed again with the replacement. The plan is to replace skirting on the north, west and east sides of the house using smooth panels of hardiboard trimmed with 1" x 4" pieces. Some panels will have vents cut into them while some panels will not have vents. We expect to have two vents on the west and east sides of the house and two vents on the north side of the house. The panels may vary slightly in size as the spacing of piers is not consistent.

The skirting runs about 40" from grade level to the floor. The vent will be an aluminum/metal vent that can be closed or opened. It will be trimmed with 1" x 2" pieces of hardiboard.

Please see the attached pictures and (primitive) drawing for further detail.

Attach additional pages as necessary.

614 W. Main St. Skirting Detail



1. Smooth Hardi panel. 6' or 7' width (varies)
2. 40" height
2. 1" x 4" Hardi trim (around edge)
3. 1" x 2" Hardi trim (around vent)
4. Metal vent that can be closed or opened

*Not every panel will have a vent. Some panels will be solid.