

CERTIFICATE OF APPROPRIATENESS APPLICATION FORM



PLANNING &
DEVELOPMENT
DEPARTMENT

PROPERTY

Address 1330 Cortlandt Street

Historic District / Landmark

HCAD #

Subdivision Houston Heights

Lot 22 1/2 half
of Lot 21

Block 16B

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 Michael C. Emerson

Company

Mailing Address 1330 Cortlandt
Houston, TX 77008

Phone

Email

Signature Michael Emerson

Date 3.31.15

APPLICANT (if other than owner)

Name Alex Ridgway

Company Brickmoon Design

Mailing Address 1612 W. 23rd Street
Houston, TX 77008

Phone 713-805-3367

Email

Signature [Signature]

Date 3.31.15

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 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: 1330 Cortlandt

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 checked="" type="checkbox"/> windows or doors | <input type="checkbox"/> ramp or lift |
| <input 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 checked="" type="checkbox"/> proposed floor plans | <input type="checkbox"/> current elevations (all sides) |
| <input type="checkbox"/> current window and door schedule | <input checked="" type="checkbox"/> proposed elevations (all sides) |
| <input type="checkbox"/> proposed window and door schedule | <input type="checkbox"/> perspective and/or line of sight |



EXIST. DOOR TO BE REPLACED WITH NEW WOOD DOOR TO MATCH EXIST.



EXIST. DOOR TO BE REPLACED WITH NEW WOOD DOOR TO MATCH EXIST.

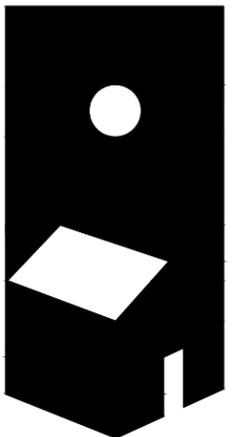


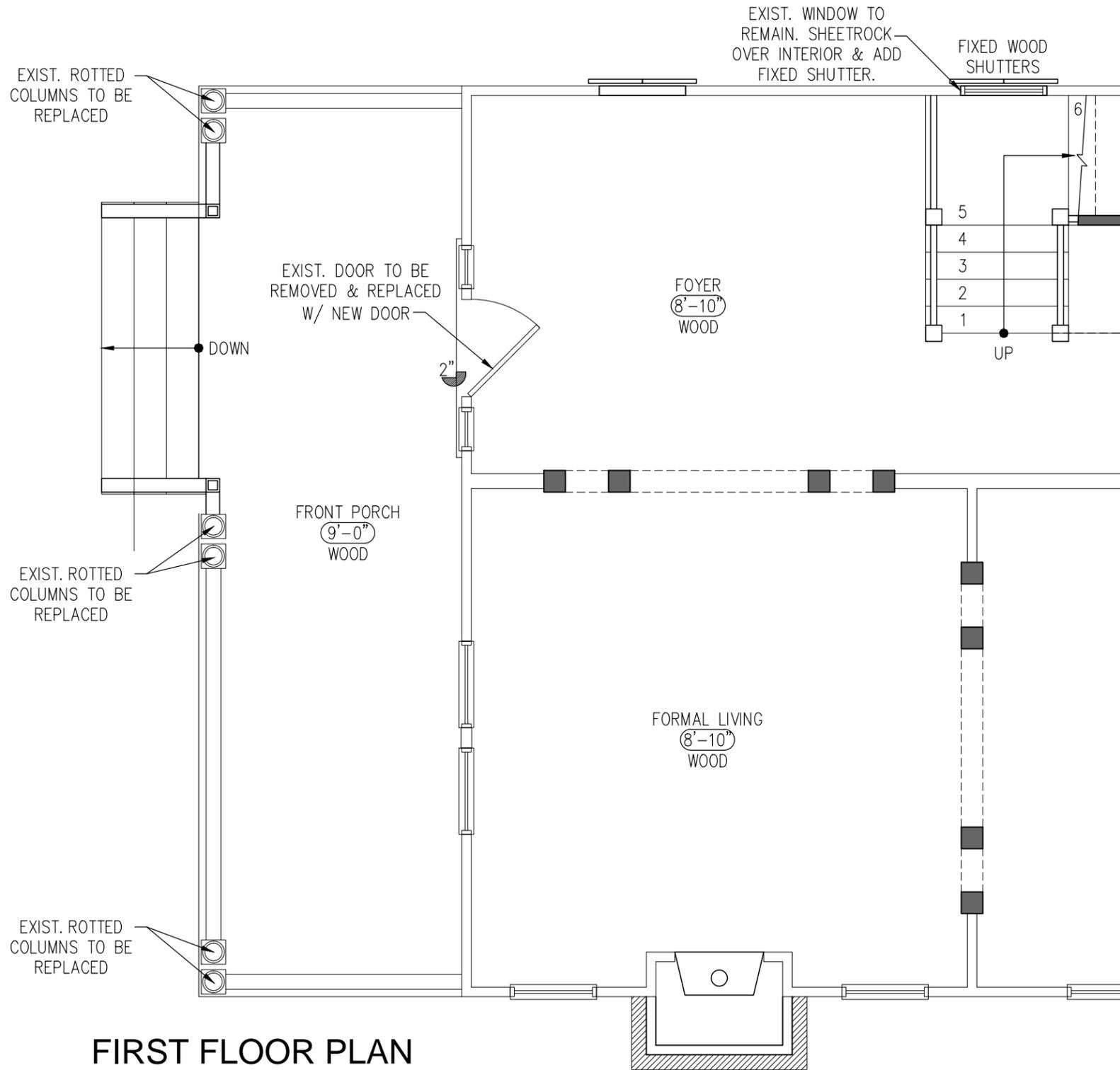
PROPOSED NEW DOOR TO BE PLACED IN EXIST. OPENING



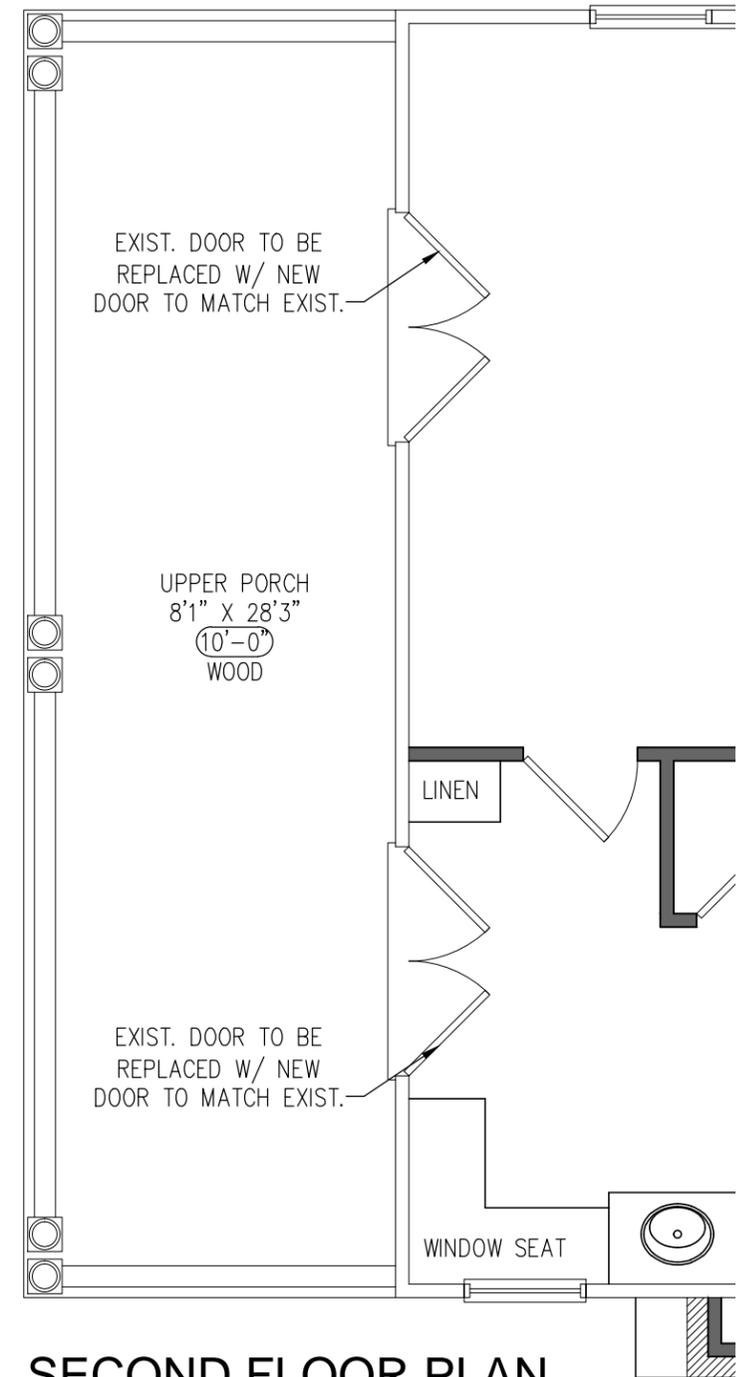
EXIST. DOOR TO BE REMOVED. NEW WOOD DOOR IN EXIST. OPENING

PROPOSED FRONT ELEVATION

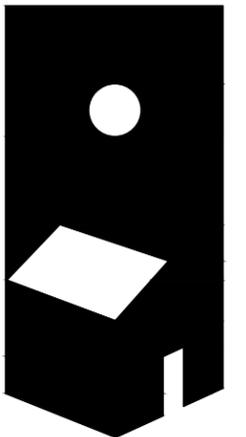




FIRST FLOOR PLAN
SCALE: 1/4"=1'-0"



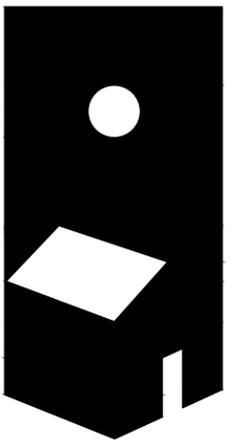
SECOND FLOOR PLAN
SCALE: 1/4"=1'-0"





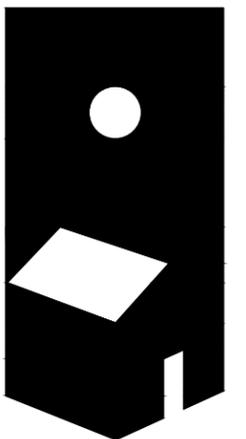
LEFT ELEVATION

SCALE: 1/8"=1'-0"





IMAGES OF EXISTING COLUMN
CONDITIONS





brickmoon
DESIGN

To: Houston Archaeological and Historical Commission

From: Brickmoon Design

Date: April 1, 2015

Subject: COA Application – 1330 Cortlandt Description

This submittal consists of the removal and replacement of three doors on the front elevation of 1330 Cortlandt Street. The submittal also includes a proposal to add fixed shutters to one window on the left elevation and to replace the existing columns on the front porch.

We are proposing the removal of the non-original existing front door. The door is to be replaced with a new wood door that will fit in the existing opening. Please see the attached photos for images of the proposed new door. We are also proposing the replacement of the two non-original doors on the upper porch balcony. These doors are to be replaced with new wood doors to match the existing ones. Please see the attached floor plan for more information.

The existing window on the left elevation that we are proposing to add fixed shutters to will remain in place. Sheet rock will be added over the interior side of the window so it will not be seen from the inside. Fixed shutters will be added to the exterior side of the window to match the adjacent shutters. Please see the attached elevation for more information.

The existing columns on the front porch are rotted (see attached images). We are proposing that they be removed and replaced with new columns.