

# CERTIFICATE OF APPROPRIATENESS ALTERATION / ADDITION APPLICATION FORM



PLANNING &  
DEVELOPMENT  
DEPARTMENT

## PROPERTY

Address \_\_\_\_\_

Historic District / Landmark \_\_\_\_\_

HCAD # \_\_\_\_\_

Subdivision \_\_\_\_\_

Lot 16

Block 191

## DESIGNATION TYPE

- Landmark                       Contributing  
 Protected Landmark         Noncontributing  
 Archaeological Site         Vacant

## PROPOSED ACTION

- Alteration  
 Addition  
 Restoration

## DOCUMENTS

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

## OWNER

Name Jennifer Klein

Company \_\_\_\_\_

Mailing Address 1212 Columbia St  
Houston, TX 77008

Phone 713-203-0787

Email \_\_\_\_\_

Signature Jennifer Klein

Date \_\_\_\_\_

## 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: \_\_\_/\_\_\_/\_\_\_

# CERTIFICATE OF APPROPRIATENESS ALTERATION / ADDITION 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 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:** 1212 Columbia 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 *\*Check all that apply*

- |  |   |
|--|---|
| <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 type="checkbox"/> porch or balcony        | <input checked="" 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*

- site plan  existing  proposed
- floor plans  existing  proposed
- window and door schedule  existing  proposed
- roof plan  existing  proposed
- elevations (all sides)  existing  proposed
- 3D rendering
- demolition plan

8/3/16

To whom it may concern,

I've replaced my front door with a new Therma-Tru door with a 3 point locking device due to an attempted burglary on June 9<sup>th</sup> at 11:30 PM.

I've submitted a request by email to [herecords@houstontx.gov](mailto:herecords@houstontx.gov) for my 911 transcripts from June 9<sup>th</sup>, 2016 to provide to you as support for my increased security living alone as a single female.

I also joined the Houston Heights Association Constable Patrol Project July 1<sup>st</sup> for increased security. Again, I purchased this door because of the 3 point locking system for my need for increased security, again, living alone as a single female.

After the Therma-Tru door was installed, it was brought to my attention by the City of Houston that I needed a Certificate of Approval. I was not aware of this requirement. So please recognize I now have a new door with a 3 point locking system for my safety (I'm sleeping at night now) that looks very similar, in style, windows, light and configuration to the door that was removed.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jennifer Klein".

Jennifer Klein



ASG  
SECURITY

12

