CERTIFICATE OF APPROPRIATENESS
APPLICATION FORM

PLANNING & DEVELOPMENT DEPARTMENT

PROPERTY

Address 1447 OXFORD STREET

Historic District / Landmark HOUSTON HEIGHTS EAST HCAD #

Subdivision HOUSTON HEIGHTS Lot 1 Block 161

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 SHERYL KOLASINSKI

Company

Mailing Address 1447 OXFORD STREET
HOUSTON, TX 77008

Phone 202 · 341 · 4444

Email [redacted]

Signature

Date 6/30/15

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. 02.2015

CERTIFICATE OF APPROPRIATENESS
APPLICATION INSTRUCTIONS

PLANNING & DEVELOPMENT DEPARTMENT

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 for historic district profiles, project guidance and forms.
www.houstontx.gov/HistoricPreservationManual

Historic Preservation Office	**832.393.6556**	**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.

2015 Meeting Dates (Thursdays unless noted otherwise)	**COA Application Deadlines**	**Demolition / Relocation Posted Sign Deadlines**
January 29	January 7	January 19
February 26	February 4	February 16
March 26	March 4	March 16
April 23	April 1	April 13
May 21	April 29	May 11
June 18	May 27	June 8
July 22 (Wednesday)	June 30	July 12
August 27	August 5	August 17
September 24	September 2	September 14
October 22	September 30	October 12
November 19	October 28	November 9
December 16 (Wednesday)	November 24	December 6

CERTIFICATE OF APPROPRIATENESS APPLICATION
PART I – GENERAL FORM

PLANNING & DEVELOPMENT DEPARTMENT

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.

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

CERTIFICATE OF APPROPRIATENESS
ALTERATION & ADDITON CHECKLIST

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: 1447 OXFORD STREET

BUILDING TYPE

- ☒ single-family residence
- ☐ multi-family residence
- ☐ commercial building
- ☐ mixed use building
- ☐ institutional building
- ☐ garage
- ☐ carport
- ☐ accessory structure
- ☐ other

ALTERATION TYPE

- ☒ addition
- ☐ foundation
- ☐ wall siding or cladding
- ☐ windows or doors
- ☐ porch or balcony
- ☐ roof
- ☐ awning or canopy
- ☐ commercial sign
- ☐ ramp or lift
- ☐ 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

- ☒ current site plan
- ☒ proposed site plan
- ☐ current floor plans
- ☐ proposed floor plans
- ☐ current window and door schedule
- ☐ proposed window and door schedule
- ☐ demolition plan
- ☐ current roof plan
- ☐ proposed roof plan
- ☐ current elevations (all sides)
- ☐ proposed elevations (all sides)
- ☐ perspective and/or line of sight

Houston Archaeological and Historical Commission
Application for Certificate of Appropriateness

SITE LOCATION: 1447 Oxford Street
HISTORIC DISTRICT: Houston Heights East

Owner: Sheryl Kolasinski

SITE INFORMATION:
Lot 1, Block 161, Houston Heights Subdivision, City of Houston, Harris County, Texas. The site includes a 1498 square foot residence situated on a 6600 square foot lot.

TYPE OF APPROVAL REQUESTED:
Alteration – Addition of a rear porch to a contributing structure that is situated on a corner lot.

The applicant proposes to construct a 325 square foot, 27'-2" wide by 12'-0" deep screened in back porch to a contributing structure.

PROJECT DETAILS:
- Shape/Mass: 27"-2"' wide, 12'-0" deep with a ridge height of 12'-0" at its highest point, sloping to 11'-3". It is located behind the existing structure and is set in from the sides by 6".
- Roof: Sloped, over existing pergola structure. Galvanized.
- Exterior Materials: Wood 6" by 6" posts, screens.
- Window/Doors: Wood screened doors.
- Foundation: Reuse existing.

ELEVATION DETAILS:
- East Elevation (front facing Oxford Street): No change to this elevation.
- North Elevation (facing E 15th Street): Extends 12'-0"' to the west (rear), within footprint of existing patio.
- South Elevation (facing side property line): Extends 12'-0"' to the west (rear), within footprint of existing patio.
- West Elevation (facing rear property line): Approximately 27'-2" by 12'-0" tall structure, reusing existing wood piers. A wood stair and screened porch on the south.

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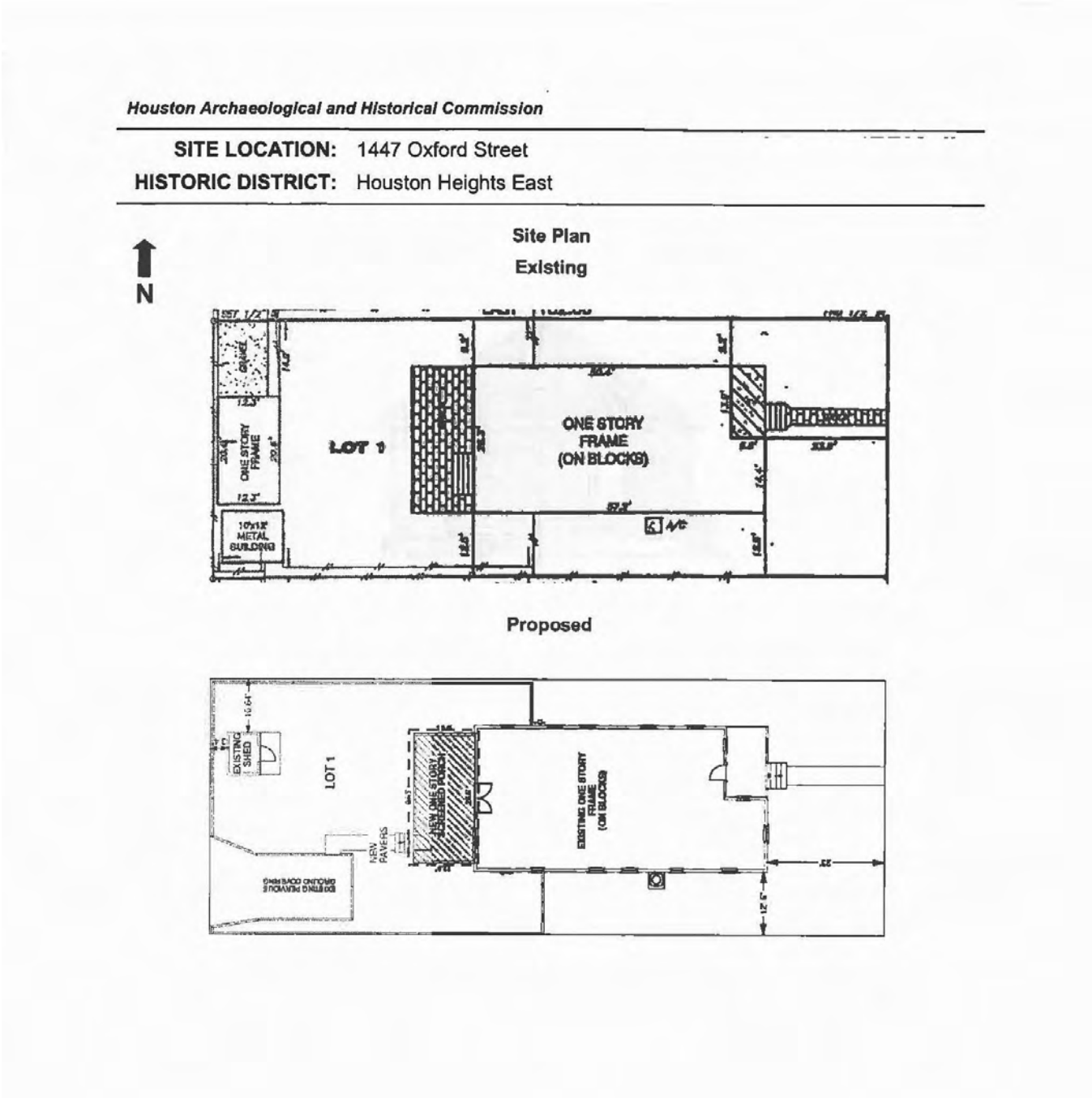
Site Location Map

HOUSTON HEIGHTS HISTORIC DISTRICT EAST

Houston Archaeological and Historical Commission
Application for Certificate of Appropriateness

SITE LOCATION: 1447 Oxford Street
HISTORIC DISTRICT: Houston Heights East



Houston Archaeological and Historical Commission

Application for Certificate of Appropriateness

SITE LOCATION: 1447 Oxford Street
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CURRENT PHOTOGRAPH
East Elevation, Oxford Street

Houston Archaeological and Historical Commission
Application for Certificate of Appropriateness

SITE LOCATION: 1447 Oxford Street
HISTORIC DISTRICT: Houston Heights East

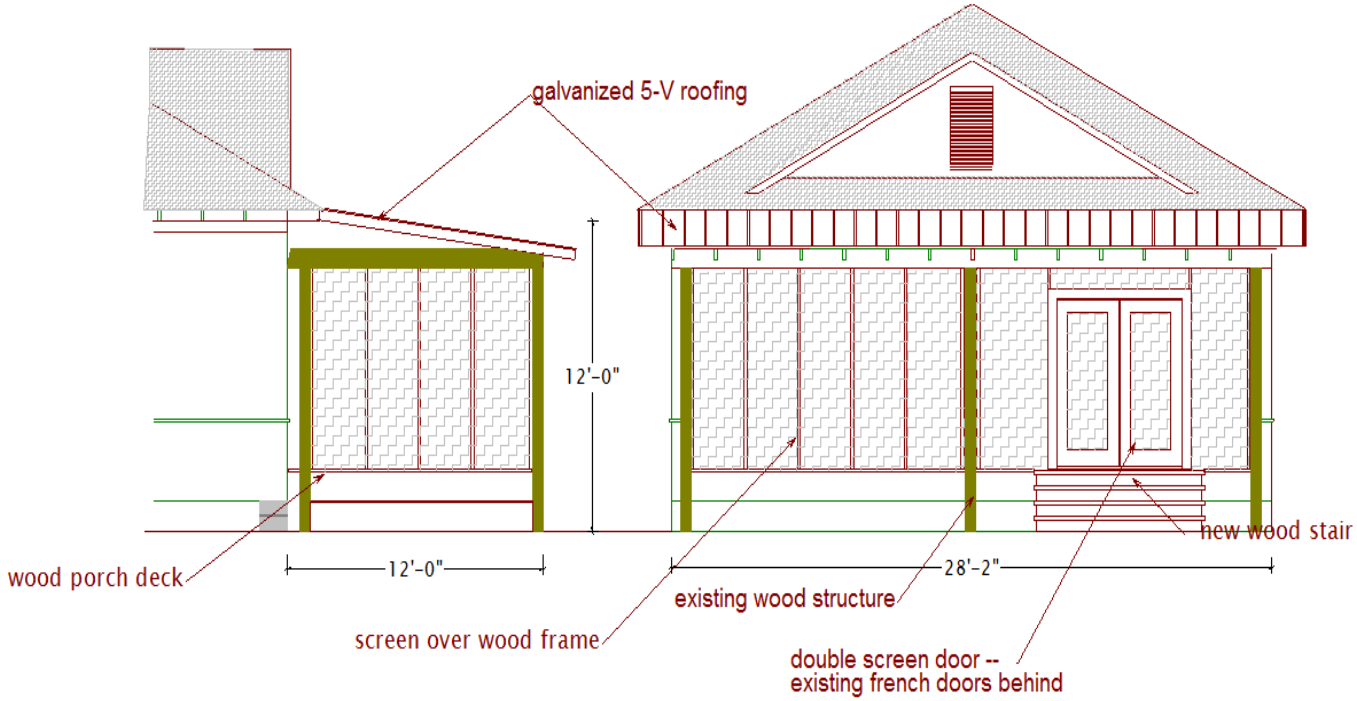
West Elevation, rear yard, existing patio

North Elevation, side yard along 15th Street

Houston Archaeological and Historical Commission

Application for Certificate of Appropriateness

SITE LOCATION: 1447 Oxford Street
HISTORIC DISTRICT: Houston Heights East



proposed north elevation
(15th St.)

proposed west elevation