

# CERTIFICATE OF APPROPRIATENESS APPLICATION FORM



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

**PROPERTY**

Address 1548 CORTLAND STREET

Historic District / Landmark HOUSTON HEIGHTS EAST HCAD # \_\_\_\_\_

Subdivision HOUSTON HEIGHTS Lot TR24A Block 138

**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 MATHEW AGER

Company \_\_\_\_\_

Mailing Address 1548 CORTLAND STREET

Phone 832.498.9919

Email [REDACTED]

Signature M.T. Ager

Date 6.29.2014

**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: \_\_\_/\_\_\_/\_\_\_

# 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:** 1548 CORTLANDT STREET

**BUILDING TYPE**

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

**ALTERATION TYPE**

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

REPLACE WOOD ROT  
& SEE ATTACHED DRAWINGS

**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

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> current site plan</li> <li><input type="checkbox"/> proposed site plan</li> <li><input type="checkbox"/> current floor plans</li> <li><input type="checkbox"/> proposed floor plans</li> <li><input type="checkbox"/> current window and door schedule</li> <li><input type="checkbox"/> proposed window and door schedule</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> demolition plan</li> <li><input type="checkbox"/> current roof plan</li> <li><input type="checkbox"/> proposed roof plan</li> <li><input type="checkbox"/> current elevations (all sides)</li> <li><input type="checkbox"/> proposed elevations (all sides)</li> <li><input type="checkbox"/> perspective and/or line of sight</li> </ul> |
|---|---|

6.29.2016

1548 Cortlandt Street

Description Letter:

We are submitting the attached application to replace rotten damaged wood.

- Replace rotten wood shown in the attached drawings
- Replacement material will match existing
- See attached pictures and drawing

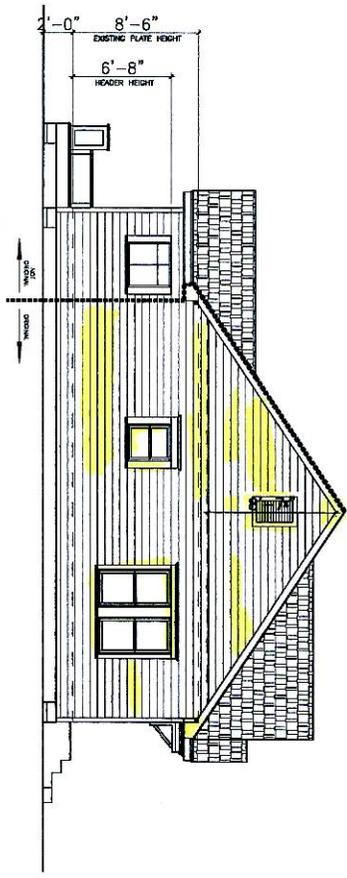
Please let me know if I need to provide any additional information

Thanks,

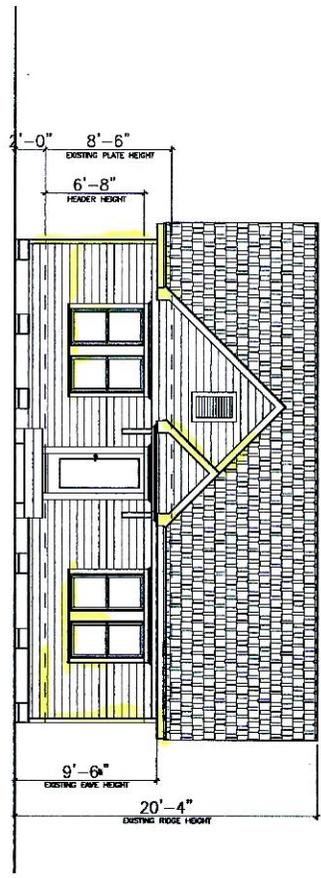
Matthew Ager

832 498 9919

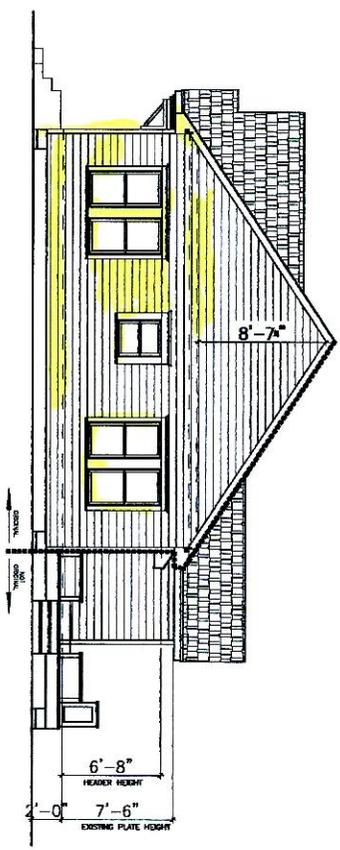
 LEFT ELEVATION  
Scale: 1/4" = 1'-0"



 FRONT ELEVATION  
Scale: 1/4" = 1'-0"



 RIGHT ELEVATION  
Scale: 1/4" = 1'-0"



West



North



North



South



South

