CERTIFICATE OF APPROPRIATENESS
APPLICATION FORM

PLANNING & DEVELOPMENT DEPARTMENT

PROPERTY

Address: 1230 CORTLANDT BLDG 2

Historic District / Landmark: HOUSTON HEIGHTS HCAD #: 0201850000002

Subdivision: HOUSTON TX Lot: 20 Block: 189

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: MIKE SHELTON

Company:

Mailing Address: 940 HARVARD
HOU TX 77008

Phone: 713 857-9688

Email: [redacted]

Signature: [signature]

Date: 29 FEB 16

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

<u>Well in advance</u> 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: 1230 CORTLANDT BLDG 2

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

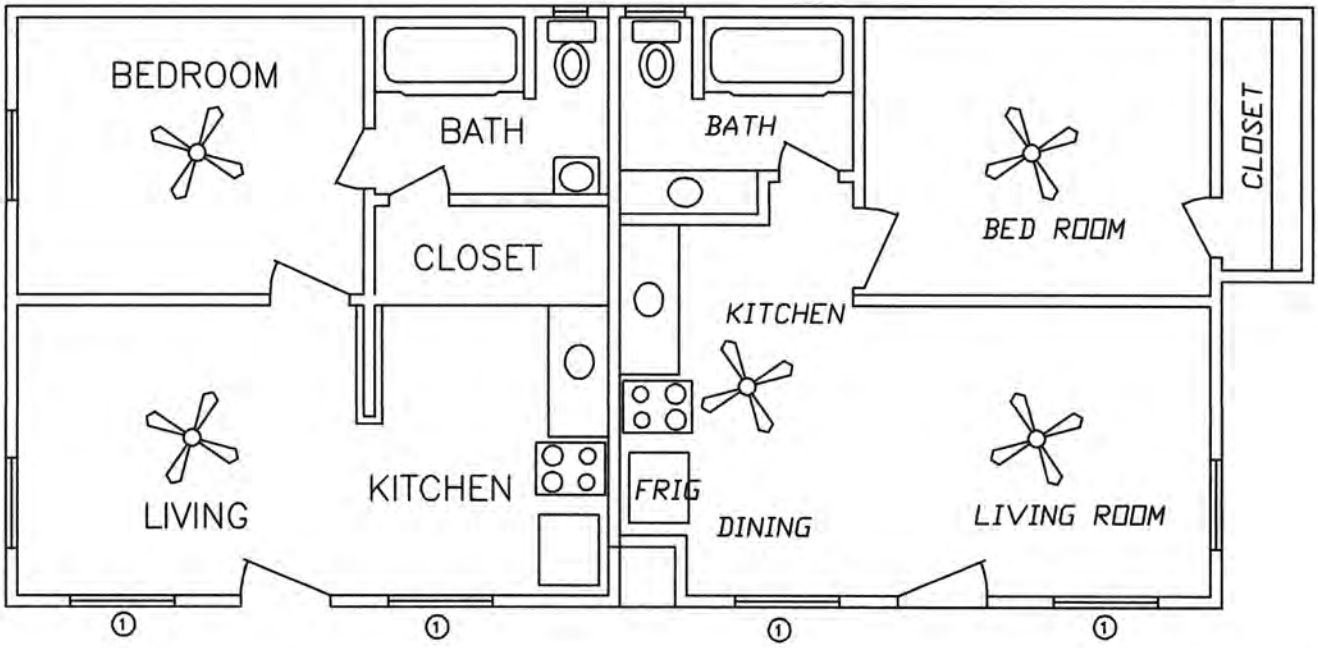
- ☒ property description, current conditions and any prior alterations or additions
- ☒ proposed work; plans to change any exterior features, and/or addition description
- ☒ current building material conditions and originality of any materials proposed to be repaired or replaced
- ☒ proposed new materials 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

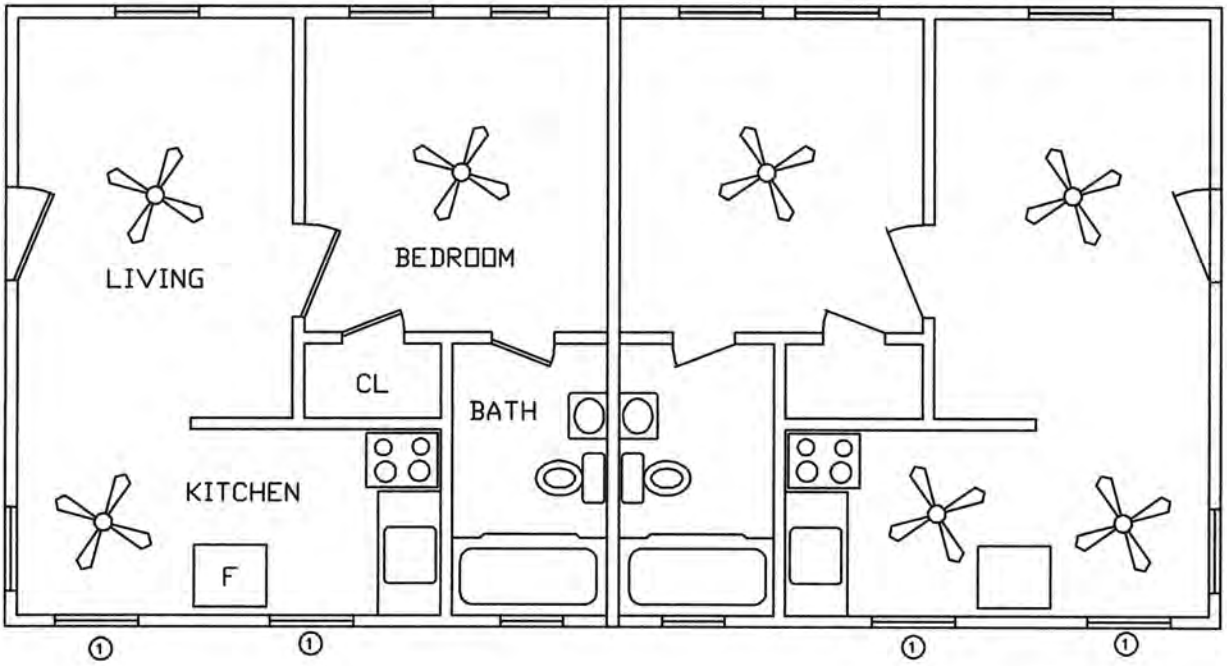
DRAWINGS scale like drawings the same; include all dimensions and drawing scale; label with cardinal directions

- ☐ 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



1 REMOVE EXIST METAL WINDOW REPLACE WITH WOOD DOUBLE HUNG WITH STOCKTON SASH ON TOP SAME SIZE.

1230 CORTLANDT BLD B FIRST FLOOR



1 REMOVE EXIST METAL WINDOW REPLACE WITH WOOD DOUBLE HUNG WITH STOCKTON SASH ON TOP SAME SIZE.

1230 CORTLANDT BLD B SECOND FLOOR