

# CERTIFICATE OF APPROPRIATENESS APPLICATION FORM



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

**PROPERTY**

Address 1807 STATE ST. HO. TX 77007  
 Historic District / Landmark \_\_\_\_\_ HCAD # 0052230000012  
 Subdivision BARBER WR 49BB Lot TRS 12+13A Block 440

**DESIGNATION TYPE**

- Landmark                       Contributing  
 Protected Landmark         Noncontributing  
 Archaeological Site         Vacant

**PROPOSED ACTION**

- Alteration or Addition         Relocation  
 Restoration                     Demolition  
 New Construction             Excavation

**DOCUMENTS**

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

**OWNER**

Name ROCHELLE B. ELLISON  
 Company \_\_\_\_\_  
 Mailing Address 6517 ROLLA ST  
HO. TX ~~77055~~ 77059  
 Phone 713 949-1141  
 Email \_\_\_\_\_  
 Signature Rochelle B. Ellison  
 Date 3/4/15

**APPLICANT** (if other than owner)

Name MIKE SHELTON  
 Company HARVARD HEIGHTS  
 Mailing Address 940 HARVARD  
 Phone 713 857-9688  
 Email \_\_\_\_\_  
 Signature [Signature]  
 Date 3/4/15

**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 APPLICATION INSTRUCTIONS



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**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](http://www.houstontx.gov/HistoricPreservationManual)

Historic Preservation Office

713.837.7963

historicpreservation@houstontx.gov

## SUBMISSION INSTRUCTIONS

To submit application to Planning Department:

- email documents to [historicpreservation@houstontx.gov](mailto:historicpreservation@houstontx.gov) (attachments must be less than 10MB)
- send a Dropbox shared folder invitation to [historicpreservation@houstontx.gov](mailto: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.

2014 Meeting Dates (Thursdays unless noted otherwise)	COA Application Deadlines	Demolition / Relocation Posted Sign Deadlines
October 23	October 1	October 13
November 20	October 29	November 10
December 17 (Wednesday)	November 25	December 7

## 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.

# CERTIFICATE OF APPROPRIATENESS NEW CONSTRUCTION CHECKLIST



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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 sections 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. 33-242 for approval criteria for new construction in a historic district.

**PROPERTY ADDRESS:** 1807 STATE ST.

## NEW BUILDING TYPE

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

## DRAWINGS

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

- site plan
- floor plans
- window and door schedule *(SEE PLAN)*
- roof plan
- elevations (all sides)
- perspective *N/A*

## WRITTEN DESCRIPTION

- describe new structure including square footage, levels, foundation, siding, windows, doors, roof and details *(SEE ATTACHED)*
- materials description; attach specification sheets if necessary *(SEE ATTACHED)*

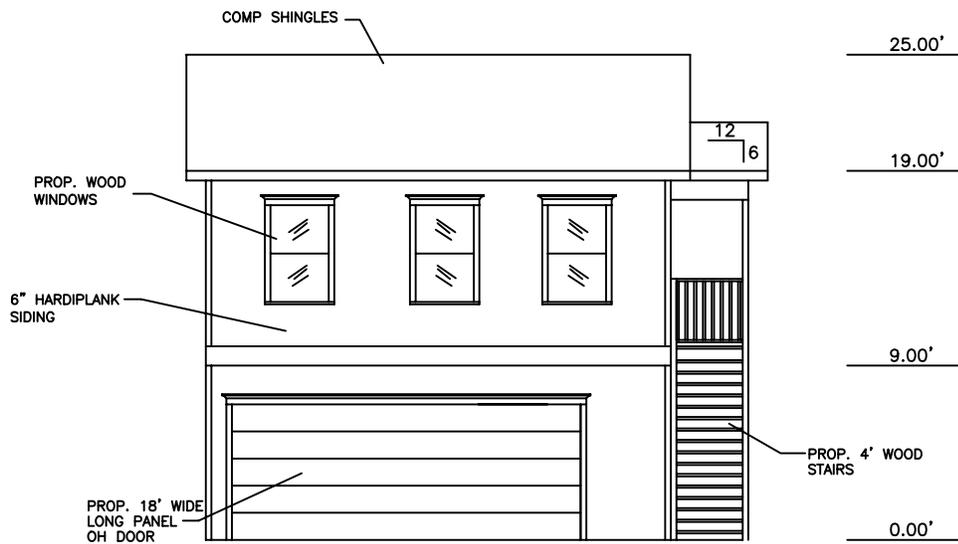
## PHOTOGRAPHS

 label photos with description and location

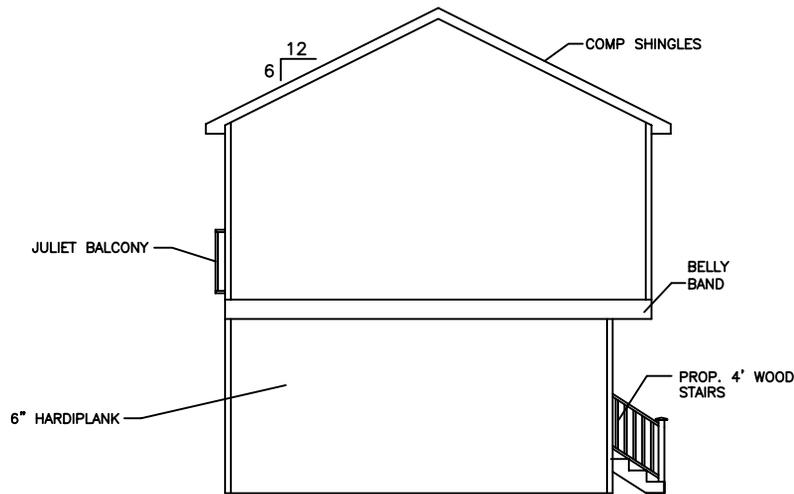
- site as seen from street, from front and corners, include neighboring properties

Property Address: 1807 State Street

Written Description: The proposed garage apartment has a 20x24 garage (480 sf) and a 22x24 apartment (528sf) for a total of 1008sf. The foundation will be approx 8" above ground. The garage has 9' ceilings and the apartment has 9' walls, open to 12'. The siding is 6" smooth hardi-plank, windows are Jeld-Wen Tradition plus (wood sash 36x72), doors are one lite, smooth flush with built in shade/blinds. The shingles are composition to math house.



SOUTH



EAST

ELEVATIONS

1807 STATE "A"

SCALE 1:8

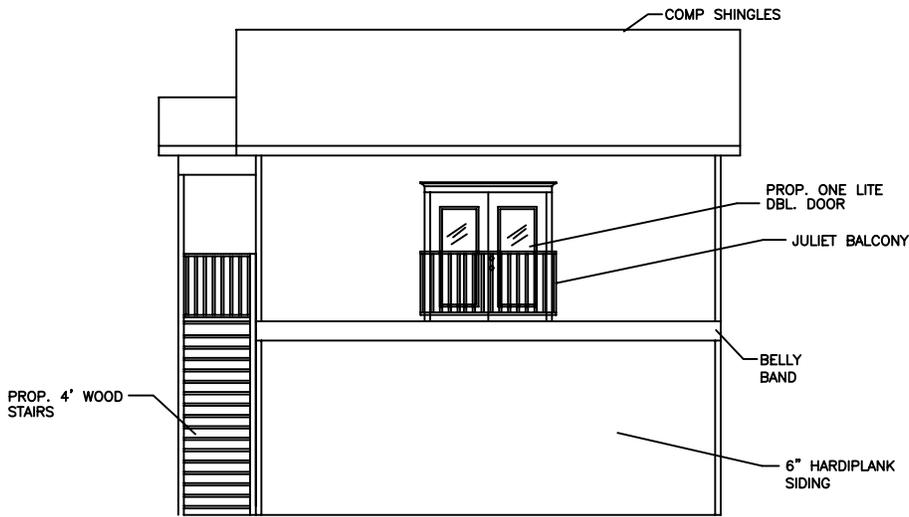
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HARVARD HEIGHTS CONSTRUCTION

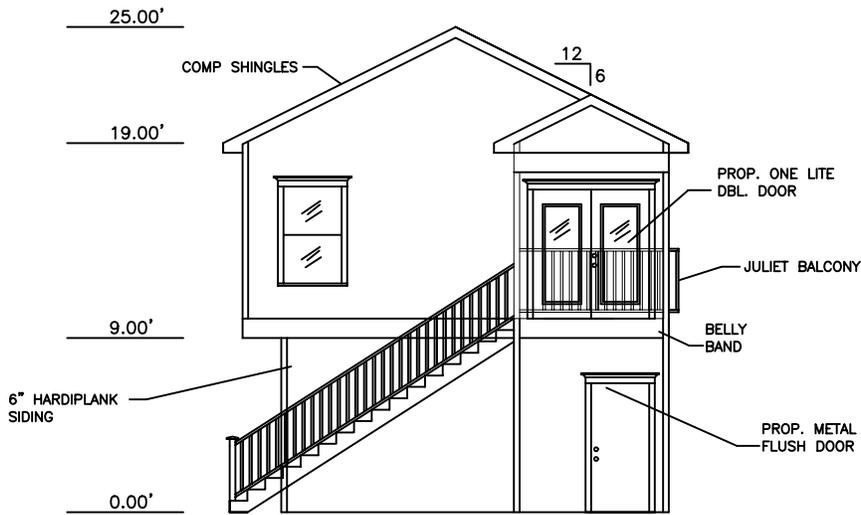


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713-880-8090



NORTH



WEST

ELEVATIONS

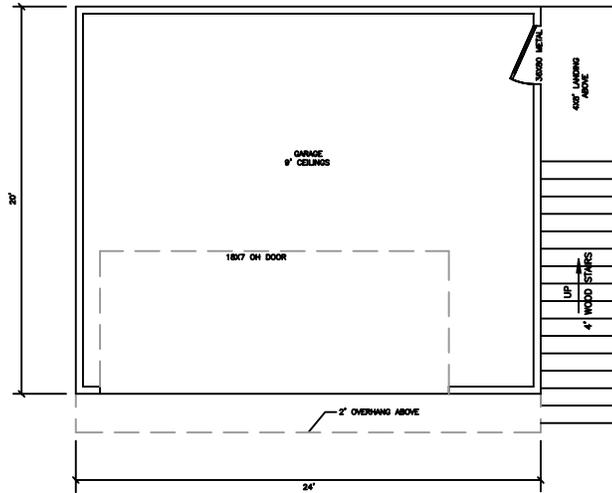
1807 STATE "A"

SCALE 1:8

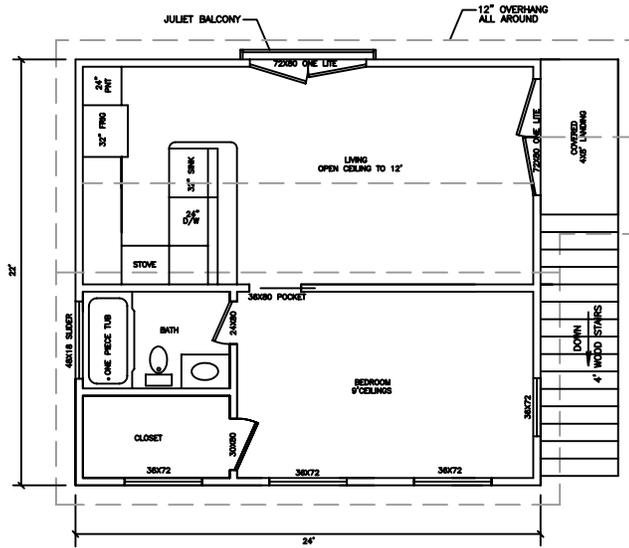
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FIRST FLOOR



SECOND FLOOR

FLOOR PLANS

1807 STATE "A"

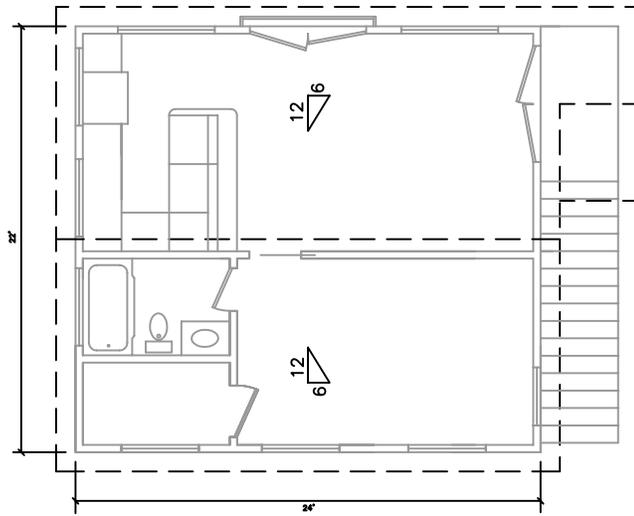
SCALE 1:8

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SECOND FLOOR

ROOF PLAN

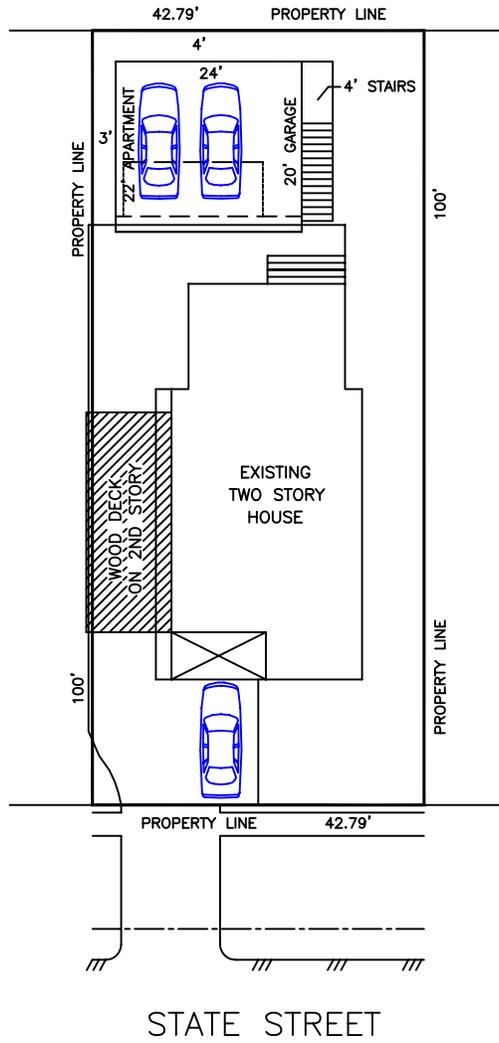
1807 STATE "A"

SCALE 1:8

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# SITE PLAN

## 1807 STATE "A"

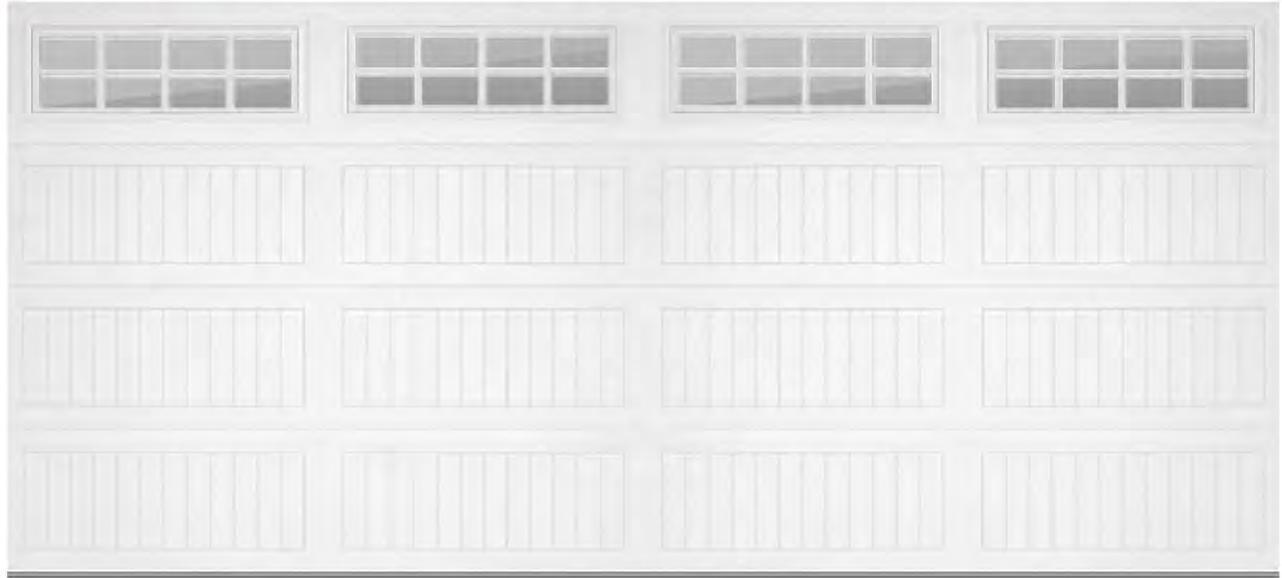
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# My Door



Carriage house doors aren't built. They are carefully crafted, resulting in an exquisite collection of traditional doors available in a wide range of styles and high-grade materials. Whether you prefer the strength of steel, the flexibility of fiberglass or the beauty of rich, natural wood, you'll find the doors you want here with details you won't find anywhere else.

Style **Carriage House**  
 Design **Long Panel**  
 Color **White**  
 Window **Stockton**  
 Glass **Plain**  
 Hardware **None**

Your choice of model may limit some options, including color and window selections. See your nearest C.H.I. dealer for details.

C.H.I. door models to consider

model 5950 model 5951	<b>Standard</b>
model 5983	<b>Intermediate</b>
model 5916	<b>Premium</b>

For more information, or to obtain a free quote for the model you've selected, visit [chiohd.com/contact](http://chiohd.com/contact) for your nearest authorized C.H.I. dealer.



DOOR  
VISIONS

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[www.chiohd.com](http://www.chiohd.com)



