

CITY OF HOUSTON

PLANNING & DEVELOPMENT DEPARTMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION

Complete information and attach all necessary documentation to your certificate of appropriateness (COA) application as an incomplete application may cause delays in processing (see detailed instructions below as well as Planning Department Website for more information).

To Be Completed by Staff

Date accepted as complete: ___ / ___ / ___ HPO File Number: _____ - _____

Accepted By: _____ Building Permit Number: _____

APPLICANT INFORMATION

Owner's Name* <i>Mary Chase</i>	
Address <i>625 Cortlandt St. Houston, TX 77007</i>	
Email address [REDACTED]	
City <i>Houston</i>	State <i>TX</i>
Zip Code	Day Phone <i>713.894.1657</i> Fax Phone -
Signature <i>Mary Chase</i>	Date <i>02.26.15</i>

Agent's Name (if applicable)*	
Address/	
Email address	
City	State
Zip Code	Daytime Phone
Signature	Date

SITE INFORMATION

Site Address
General description

Tax account number	
Subdivision	
Lot	Block

*Owner is the record title property owner. Applicant is the tenant, architect, contractor, etc.

ATTACHED DOCUMENTATION [as required]

- Current photographs of the subject of the application.
- *Either:*
 - Rendering(s) of the exterior of the subject structure as it will appear upon completion of the proposed activity, **or**
 - A description of the proposed activity or work intended to be undertaken including:
 - A listing of materials to be used.
 - A description of the proposed changes to the existing structures or site.
- A copy of plans and specifications required to secure a building permit.

IMPORTANT: Contact Thomas McWhorter at 713-837-7963 / thomas.mcwhorter@houstontx.gov , Diana Ducroz 713.837.7924 / diana.ducroz@houstontx.gov , or Courtney Spillane 713.837.7894 / courtney.spillane@houstontx.gov to find out the DEADLINE for submitting an application for a Certificate of Appropriateness, and if necessary, to make an appointment to discuss your project well in advance of the HAHC

CERTIFICATE OF APPROPRIATENESS APPLICATION FORM



**PLANNING &
DEVELOPMENT
DEPARTMENT**

PROPERTY

Address 625 Cortlandt St, Houston TX 77007

Historic District / Landmark Houston Heights South HCAD # _____

Subdivision Houston Heights South Lot LT 6 & TRS 5 & 7A Block BLK 278

DESIGNATION TYPE

- | | |
|--|---|
| <input type="checkbox"/> Landmark | <input type="checkbox"/> Contributing |
| <input type="checkbox"/> Protected Landmark | <input checked="" type="checkbox"/> Noncontributing |
| <input type="checkbox"/> Archaeological Site | <input type="checkbox"/> Vacant |

PROPOSED ACTION

- | | |
|--|-------------------------------------|
| <input checked="" type="checkbox"/> Alteration or Addition | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Restoration | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Excavation |

DOCUMENTS

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

OWNER

Name Mary Chase

Company -

Mailing Address 625 Cortlandt Street
Houston, TX 77007

Phone 713.894.1657

Email [REDACTED]

Signature Mary Chase

Date 02.26.2015

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: 625 Cortlandt St, Houston TX 77007

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

- | | |
|--|--|
| <input type="checkbox"/> addition | <input type="checkbox"/> roof |
| <input type="checkbox"/> foundation | <input checked="" 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 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

- | | |
|---|---|
| <input type="checkbox"/> current site plan | <input type="checkbox"/> demolition plan |
| <input type="checkbox"/> proposed site plan | <input type="checkbox"/> current roof plan |
| <input checked="" type="checkbox"/> current floor plans | <input type="checkbox"/> proposed roof plan |
| <input checked="" type="checkbox"/> proposed floor plans | <input checked="" type="checkbox"/> current elevations (all sides) |
| <input type="checkbox"/> current window and door schedule | <input checked="" type="checkbox"/> proposed elevations (all sides) |
| <input checked="" type="checkbox"/> proposed window and door schedule | <input type="checkbox"/> perspective and/or line of sight |

CERTIFICATE OF APPROPRIATENESS APPLICATION

625 Cortlandt St
Houston, TX 77007
Checklist

1. General Checklist

- A. Photos are attached to this document.
- B. Set of plans with proposed Elevations and Plans are attached to this document.
- C. Description of proposed changes as follows:

General Description

Addition of two dormers on existing roof structure, one of them will be on front of the house facing the street and the other one facing the back of the house, proposed new Living Area in Existing Attic Space:

The scope of work will consist on the following:

- A. New Two dormers on existing roof structure, one of them will be on front of the house facing the street and the other one facing the back of the house.
- B. Re-Use existing attic space to convert into a Living Area.
- C. New front dormer will have two fixed windows with decorative dividers to match existing front windows, each window will be 2'-0"X2'-6" each.
- D. New back dormer will have two casement windows with decorative dividers to match existing front windows, each window will be 2'-0"X2'-6" each.

Exterior & Interior materials to be used on this project as follows:

- 1. Trim package includes doors and windows with wide casing and detailed capitals, wide base molding with base cap, site built solid wood cabinets and vanities, and solid wood doors.
- 3. Exterior siding to be Beveled Cypress siding to match existing.
- 4. Pine floors throughout the new attic, stained and two coats of polyurethane applied and tile in bathroom.
- 5. Lighting Fixtures – extensive use of canned lighting (see electric plan), ceiling fans and designer specified chandeliers and sconces. Canned light fixtures include trim for the cans, all light bulbs, all other fixtures, fans, and chandeliers.
- 6. Plumbing Fixtures – Traditional line of lavatory faucets and shower setups. Master shower faucets and sinks will come from allowance. Specify 8" centers on all lavatories and sinks.
- 7. Tile – This includes bath (floors & shower).
- 8. Hardware – Style and brand of all door knobs and cabinet pulls to be determined by client.
- 9. Roofing will be 30 year asphalt shingles to match existing.
- 10. Insulation – R-13 in walls and R-19 in attic.
- 11. New Windows – JELD-WEN wood window as per plans.
- 12. Paint Exterior: 2 colors, Interior: 2 colors
- 13. Water heater – Tank-less.

CERTIFICATE OF APPROPRIATENESS APPLICATION

625 Cortlandt St
Houston, TX 77007

Pictures
FRONT VIEW



FRONT VIEW (SOUTH-WEST)



FRONT VIEW (NORTH-WEST)



BACK VIEW



BACK VIEW



BACK VIEW (SOUTH-WEST)





625 CORTLANDT ST
 HOUSTON, TX 77001
 02/16/2015



PROJECT
CHASE'S RESIDENCE
 625 CORTLANDT ST
 HOUSTON, TX 77001

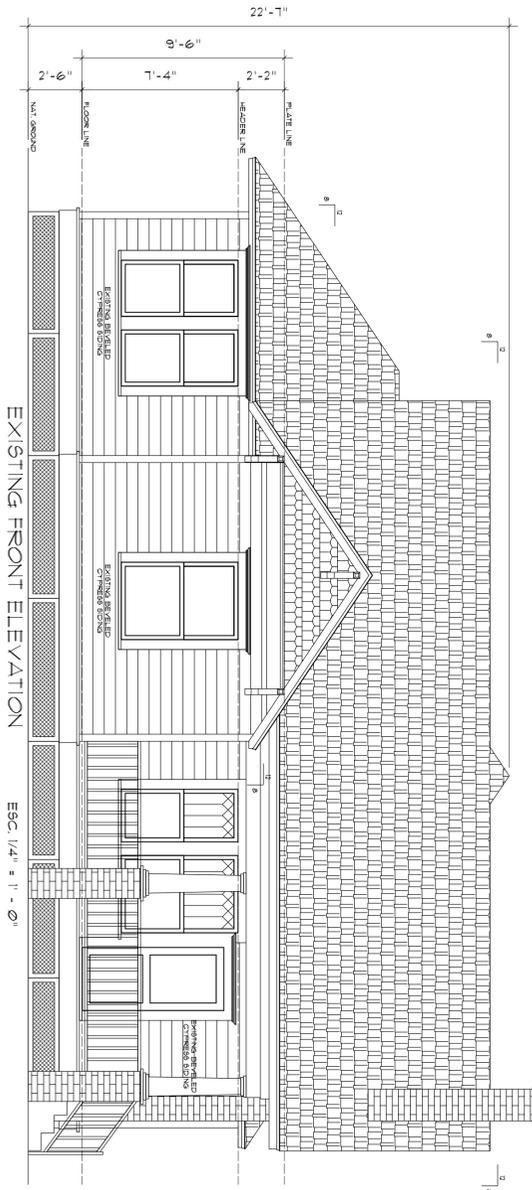
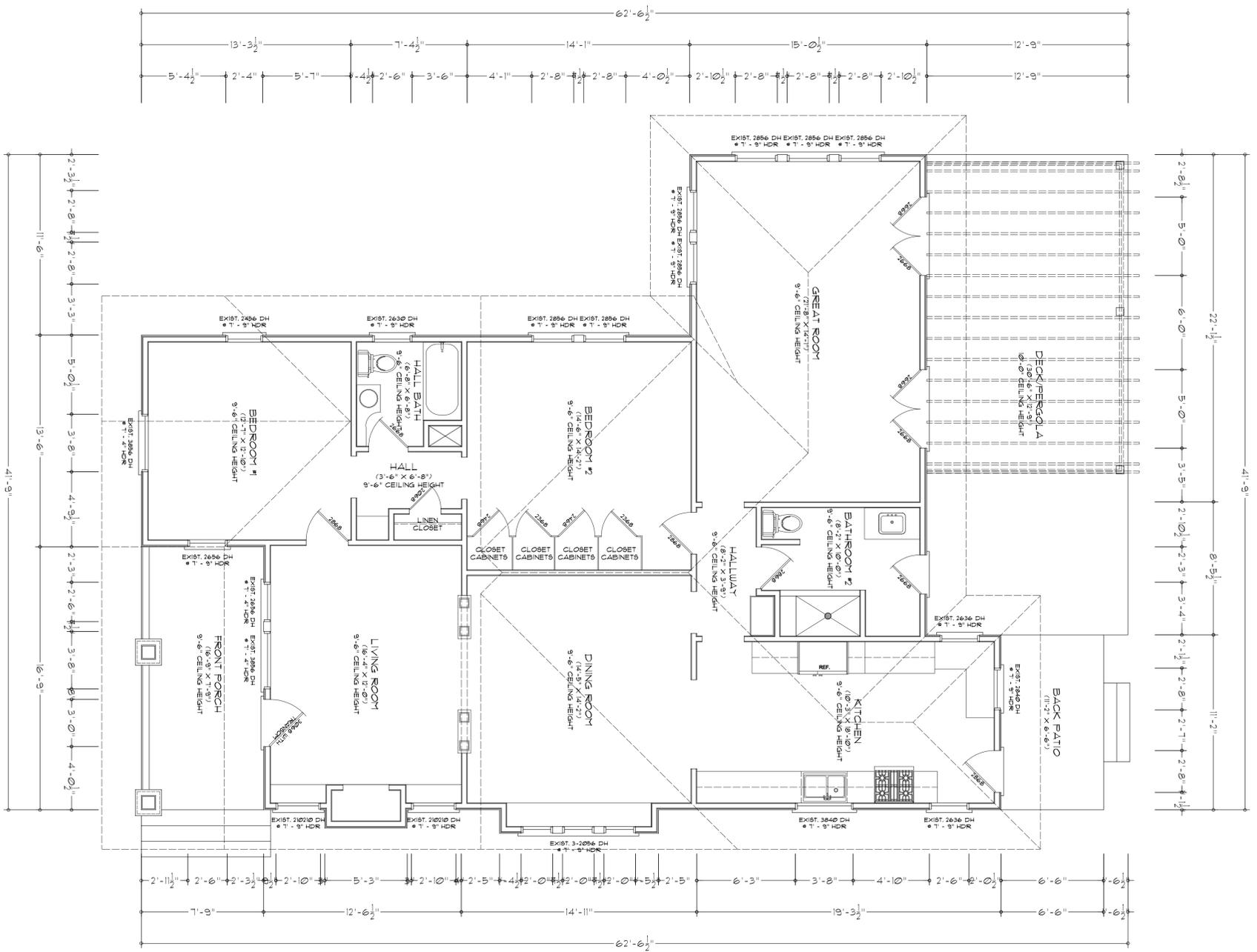
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2	1	

COVER PAGE

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DRAWN BY	EDT
SCALE	3/8" = 1' - 0"
DATE	01-29-15
PROJECT NO.	625-C
SHEET NO.	A-1

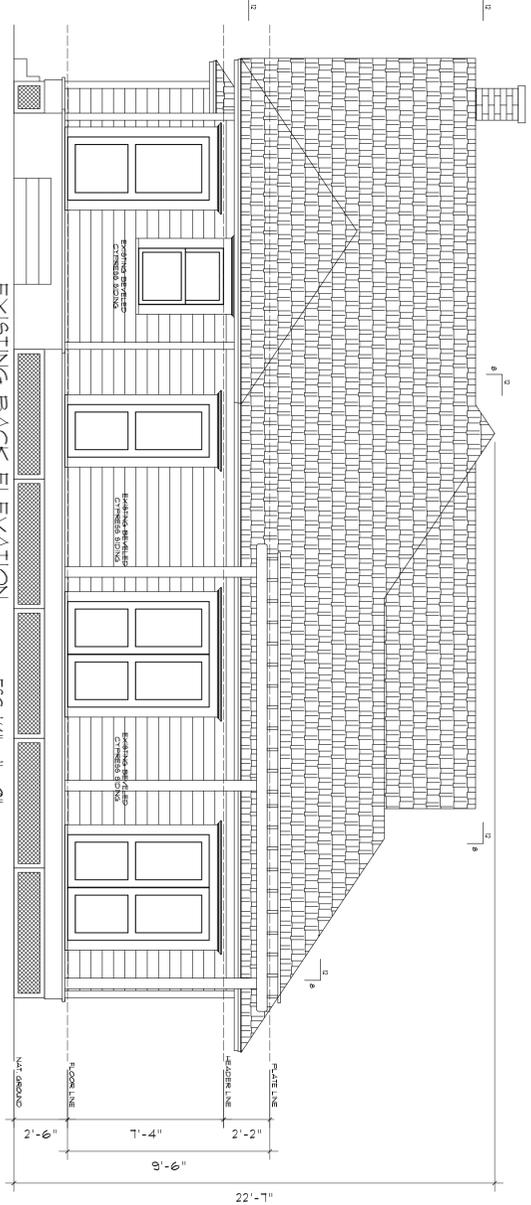
EXISTING FLOOR PLAN

ESC 1/4" = 1' - 0"



EXISTING FRONT ELEVATION

ESC 1/4" = 1' - 0"



EXISTING BACK ELEVATION

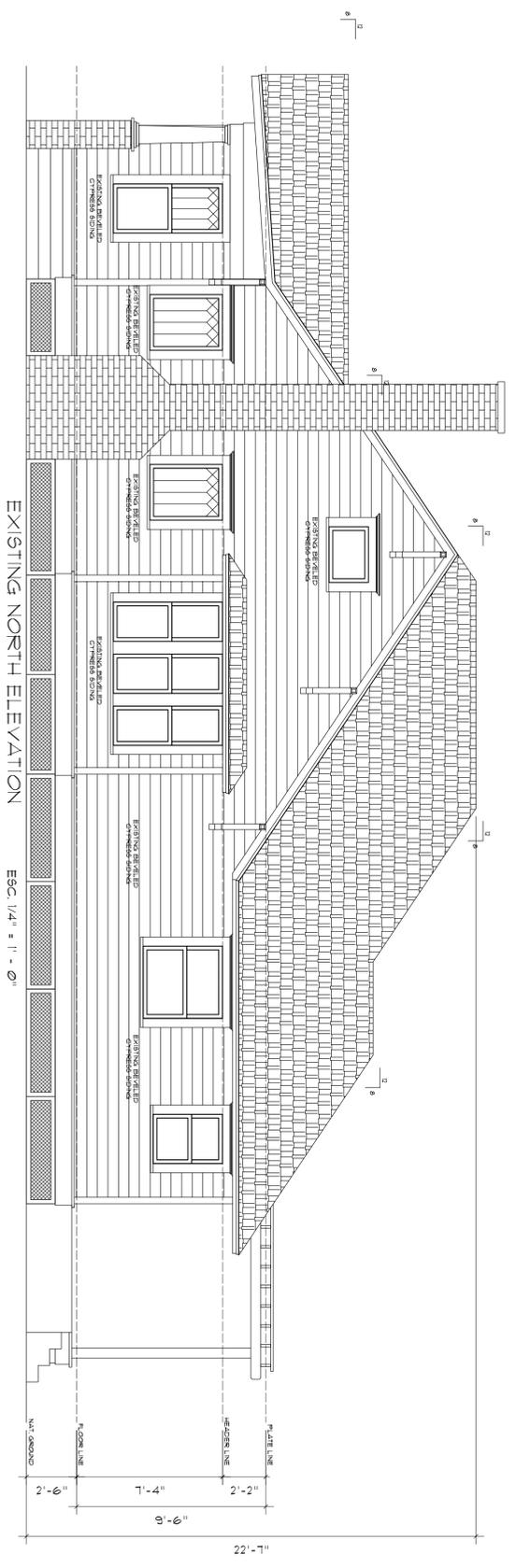
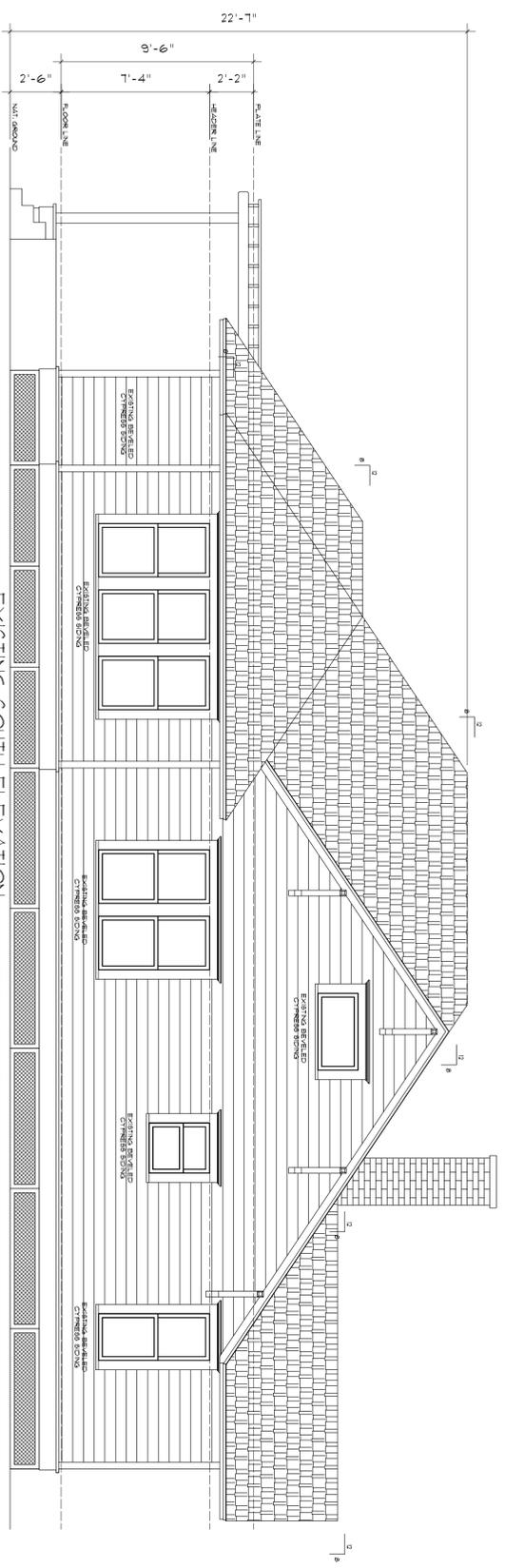
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NO.	REV.	DESCRIPTION
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2	1	
3	1	
4	1	

DESIGNED BY	EDT
DRAWN BY	EPH
SCALE	1/4" = 1' - 0"
DATE	01-28-18
PROJECT NO.	625-C
VERSION	

PROJECT
CHASE'S RESIDENCE
 625 CORTLANDT ST
 HOUSTON, TX 77001





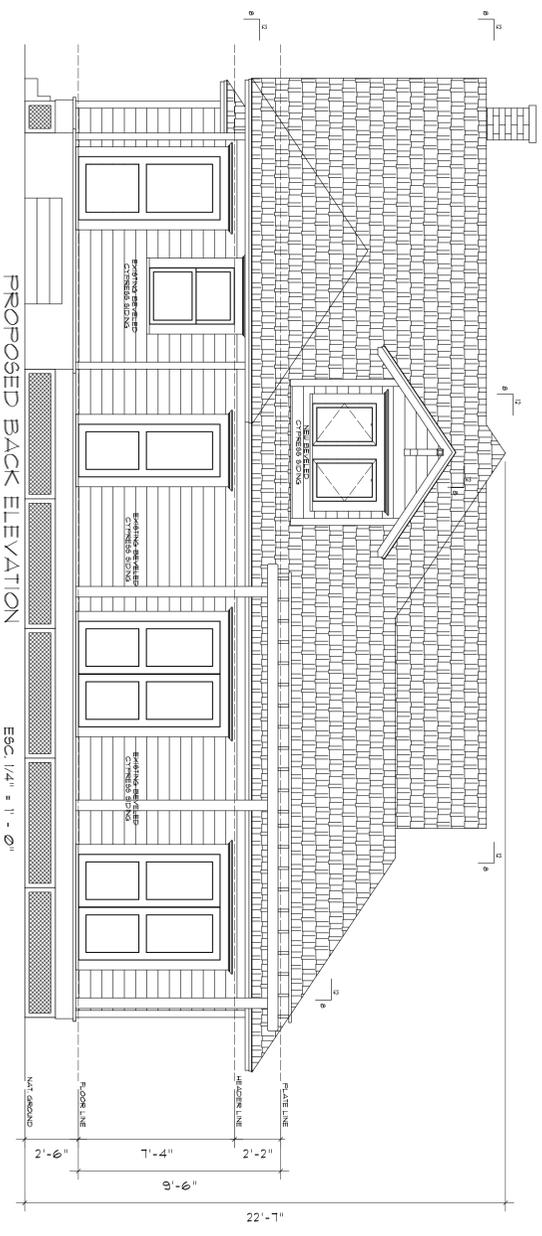
REVISION	
DATE	01-28-18
SCALE	1/4" = 1' - 0"
DRAWN BY	EDH
DESIGNED BY	EDH
PROJECT NO.	625-C
CLIENT	

EXISTING
NORTH &
SOUTH
ELEVATIONS

NO.	DATE	DESCRIPTION
1		
2		
3		
4		

PROJECT
CHASE'S RESIDENCE
625 CORTLANDT ST
HOUSTON, TX 77001





WINDOW SCHEDULE

MARK	TYPE	WIDTH	HEIGHT	MATERIAL
①	EXISTING	3'-6"	2'-0"	WOOD FRAME
②	NEW	2'-0"	2'-0"	WOOD FRAME
③	EXISTING	2'-6"	2'-0"	WOOD FRAME



PROJECT
CHASE'S RESIDENCE
 625 CORTLANDT ST
 HOUSTON, TX 77001

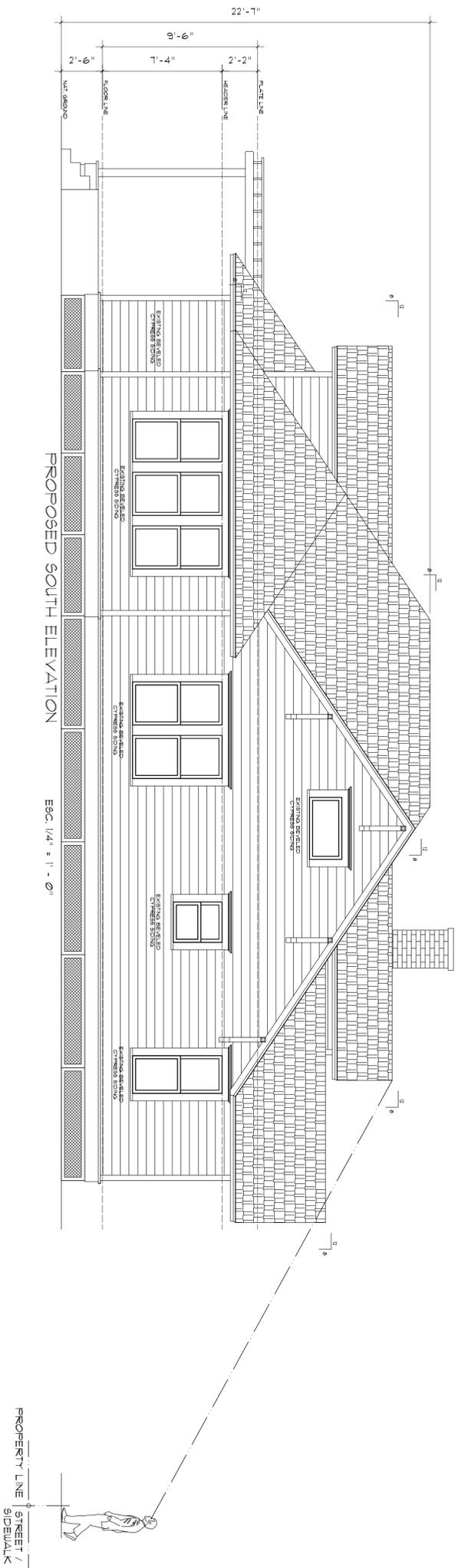
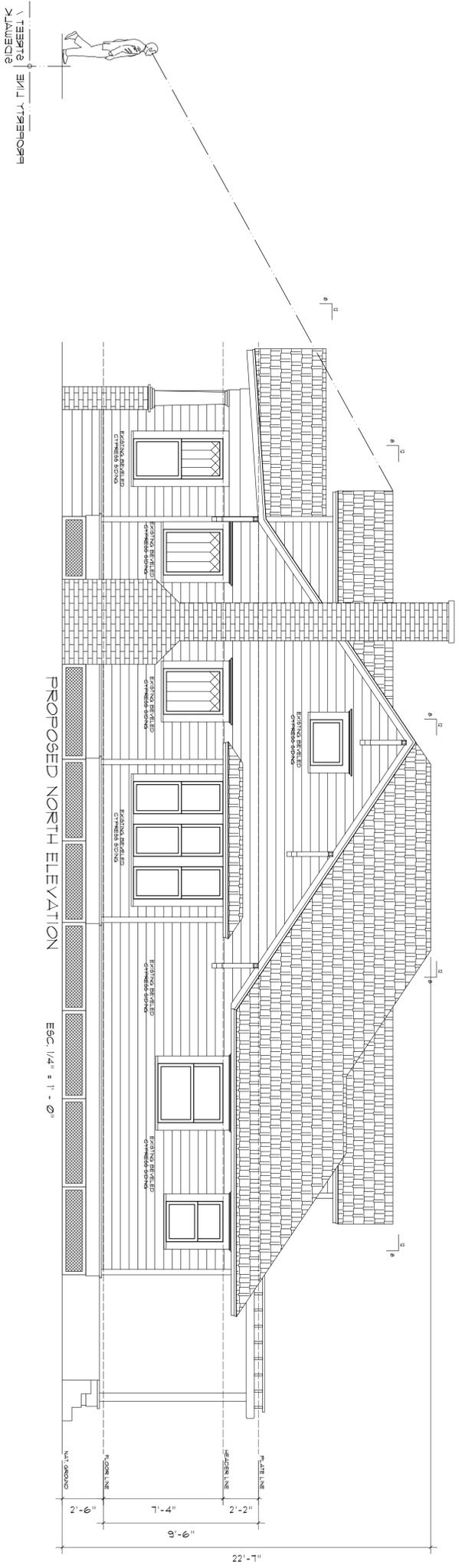
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1	1	

PROPOSED FRONT & BACK ELEVATIONS

REVISIONS

NO.	DATE	DESCRIPTION
1		

DRAWN BY: EDH
 CHECKED BY: EDH
 SCALE: 1/4" = 1' - 0"
 DATE: 01-28-18
 PROJECT: 625-C
 SHEET: A-8



PROJECT
CHASE'S RESIDENCE
 625 CORTLANDT ST
 HOUSTON, TX 77001

NO.	DATE	DESCRIPTION
1		
2		

PROJECT NAME
 PROPOSED
 NORTH &
 SOUTH
 ELEVATIONS

DESIGNER
 EZT

DRAWN BY
 EBY

SCALE
 1/4" = 1' - 0"

DATE
 01-28-18

PROJECT NO.
 625-C

VERSION