

CERTIFICATE OF APPROPRIATENESS APPLICATION

PART II.B – CHECKLIST AND FORM:  
NEW CONSTRUCTION



PLANNING &  
DEVELOPMENT  
DEPARTMENT

Please complete all applicable sections and submit with the Certificate of Appropriateness application; digital application documents preferred. An incomplete application may cause delays in processing or may be deferred to the next agenda. Refer to Houston Code of Ordinances, Ch. 33 VII, Sec. 33-242 for HAHC consideration criteria for approval for new construction in a historic district.

**NEW CONSTRUCTION TYPE:** (select all applicable)

- Residential Structure     Detached Garage or Carport     Commercial Structure     Other

**NEW CONSTRUCTION APPLICATION DOCUMENTATION:**

**Photographs** (label each photo with a description and location)

- Current Condition** photo(s) of property from front (street) facing facade and side facade if on a corner lot

**Renderings** (accurately scaled and dimensioned)

- Site Plan** of the property subject to the proposal showing any existing site conditions and footprint of the new construction; include dimensions for all setbacks from property lines
- Architectural Plans and Elevations** of the proposed new construction, including:
- Floor Plans** of the proposed new construction
  - Roof Plans** of the proposed new construction
  - Elevations** of all sides of the proposed new construction; include eave and overall height dimensions
  - Window & Door Schedule** specifying types, sizes, material and note or key for locations on floor plans and elevations

**Written Description** (include the following items, use the area below and/or attach additional pages)

- Proposed Work** complete and detailed description of proposed new construction including: square footage; foundation type and height; floor levels; wall, window and door details; roof shape and pitch; and any other architectural or decorative details
- Materials** list and description of materials to be used in the new construction; product information or specification sheets
- Deed Restriction** description of compliance if property is deed restricted; description of correspondence regarding the proposal with the local neighborhood or civic association or other public entity that assesses design or land use in the area
- Criteria Adherence** describe how the proposal satisfies the new construction in an historic district determination criteria as stated in the Historic Preservation Ordinance, Sec. 33-242 (1) through (5):
- (1) The new construction must match the typical setbacks of existing contributing structures in the historic district
  - (2) The exterior features of new construction must be compatible with the exterior features of existing contributing structures in the historic district
  - (3) The proportions of the new construction, including width and roofline, must be compatible with the typical proportions of existing contributing structures and objects in the historic district
  - (4) The height of the eaves of new construction intended for use for residential purposes must not be taller than the typical height of the eaves of existing contributing structures used for residential purposes in the historic district
  - (5) The height of new construction intended for use for commercial purposes must not be taller than the typical height of the existing structures used for commercial purposes in the historic district

Site Address	Subdivision	Lot	Block
Primary Project Contact	Email	Phone	

