

CERTIFICATE OF APPROPRIATENESS APPLICATION

PART I – GENERAL FORM



**PLANNING &
DEVELOPMENT
DEPARTMENT**

Complete all sections and attach all necessary documentation as an incomplete application may cause delays in processing. A complete application includes two parts: part 1- general form; and part 2 - COA checklist(s) for project type and all applicable documentation requested within the checklist(s). Please review the criteria to be considered by the HAHC for Certificates of Appropriateness in the Houston Code of Ordinances, Historic Preservation Ordinance, Chapter 33 VII, Sections 33-240 through 33-249. Refer to the Historic Preservation section on the City of Houston Planning Department website for more information at www.houstontx.gov/planning.

OWNER ¹

Name		
Company		
Mailing Address		
City	State	Zip
Phone		
Email		
Signature ²		Date

APPLICANT (if other than owner)

Name		
Company		
Mailing Address		
City	State	Zip
Phone		
Email		
Signature		Date

SITE

Address	City	State	Zip
Subdivision	Lot	Block	

PROPOSED ACTION (refer to definitions on next page)

- | | |
|--|--|
| <input type="checkbox"/> Addition, Alteration, Rehabilitation and/or Restoration ³ | <input type="checkbox"/> New Construction in an historic district |
| <input type="checkbox"/> Relocation ³ | <input type="checkbox"/> Demolition ³ |
| <input type="checkbox"/> Mandatory Repair by order or citation ³ | <input type="checkbox"/> Excavation of an archaeological site |

ATTACHED DOCUMENTATION

- ☐ **Written Description** detailing existing site conditions including lot size, structures on lot, area of structures in square feet, setbacks, driveways, and other unique conditions, AND detailed description of the proposed activity; refer to checklists for details
- ☐ **Current Photographs** showing the overall structure for each elevation visible from a public right-of-way
- ☐ **Renderings** illustrating existing conditions and proposed activity; refer to checklists for project-specific rendering requirements
- ☐ **Deed Restriction** compliance of proposed activity and approval of neighborhood or civic association, if applicable
- ☐ **Application Checklist** ⁴ for each proposed action checked above and all applicable documentation listed within checklist

¹ **Owner** is the record title property owner. **Applicant** may be owner, tenant, architect, contractor, etc.

² Application will not be accepted as complete without a signature of the record title property owner

³ Applies to any landmark, protected landmark, or structure within a historic district or archaeological site

⁴ Submit a separate checklist for each proposed action (i.e. a project including an **Addition** to a house and **New Construction** of a detached garage)

To be completed by
PLANNING STAFF:

Application received by:
Accepted as complete by:

Date:
Date:

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SUBMISSION INSTRUCTIONS

A complete application for a Certificate of Appropriateness (COA) must be submitted at least 15 days prior to the date of the next HAHC meeting to allow time for staff to review the proposal and give public notice of the HAHC hearing agenda. Application materials shall be submitted to Historic Preservation staff in the Planning and Development Department via:

- (1) Email - attach digital format documentation (preferred) OR
- (2) In person by appointment - digital format on a disc (preferred) or hard copy at 611 Walker, 6th Floor, Houston, Texas

CONTACT INFORMATION

Well in advance of the COA application deadline (see schedule below) contact staff in the Historic Preservation office to discuss your project and, if necessary, to make an appointment to meet with a staff member in person for project consultation. Please don't hesitate to contact staff with any questions regarding the COA application process or documentation requirements:

Historic Preservation Office

713.837.7963

historicpreservation@houston.tx.gov

MEETING SCHEDULE

HAHC monthly meetings are held at 3:00 PM at City Hall Annex, 900 Bagby Street, City Council Chambers, Public Level.

HAHC 2013 Meeting Dates	COA Application Deadlines	Demolition / Relocation Posted Sign Deadlines
January 24	January 9	January 14
February 21	February 6	February 11
March 21	March 6	March 11
April 18	April 3	April 8
May 16	May 1	May 6
June 13	May 29	June 3
July 17 (Wednesday)	July 2	July 7
August 14 (Wednesday)	July 30	August 4
September 12	August 28	September 2
October 10	September 25	September 30
November 7	October 23	October 28
December 12	November 27	December 2

DEFINITIONS

Addition: any expansion to an existing building, structure or object.

Alteration: any change to the exterior of a building, structure, or object 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, Chapter 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.

Rehabilitation: returning a building, structure, object, or site to a state of utility that makes possible an efficient contemporary use while preserving those portions or exterior features that are historically, architecturally and culturally significant.

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.