

**CERTIFICATE OF APPROPRIATENESS APPLICATION
RELOCATION AND DEMOLITION
PUBLIC NOTICE SIGN REQUIREMENTS**



**PLANNING &
DEVELOPMENT
DEPARTMENT**

Applicants for a COA for the **relocation or demolition of a landmark; protected landmark; or contributing structure in an historic district** shall give public notice of the HAHC meeting during which the application will be considered. The sign must be posted no less than ten days before the date of the meeting; refer to the schedule on the general application. For complete public notice requirements refer to the **Houston Code of Ordinances, Ch. 33 VII, Sec. 33-238.1**.

SIGN REQUIREMENTS:

Quantity: A sign shall face each public right-of-way bordering the site

Location and Size: Signs shall be posted no more than 15 feet from the public right-of-way and each sign shall be a minimum of 4 feet by 8 feet with lettering legible from the public right-of-way

Information:

- Type of action proposed (relocation or demolition)
- Application number (may be obtained from Historic Preservation staff)
- Date, time and place of the HAHC meeting
- Contact information for the Planning and Development Department Historic Preservation Office
- Contact information for the applicant

EXAMPLE:

NOTICE OF CERTIFICATE OF APPROPRIATENESS APPLICATION

PROPOSED DEMOLITION (or RELOCATION) - Reference #xxxxxx

The Houston Archaeological and Historical Commission will consider the application on:

MONTH DAY, YEAR at 3:00 p.m.
City Hall Annex, Public Level
900 Bagby Street, Houston, Texas

For information regarding this application, please contact:

Houston Planning and Development Department,
Historic Preservation at (713) 837- 7963 or historicpreservation@houstontx.gov
www.houstontx.gov/planning/HistoricPres/hist_pres.html

-or-

Applicant Contact Name at Applicant's Telephone Number and/or Email