

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* | |
| Address | |
| Email address | |
| City | State |
| Zip Code | Day Phone Fax Phone |
| Signature | Date |

| | |
|-------------------------------|------------------|
| 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

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meeting date. A completed application must be submitted at least 15 days prior to the date of the next HAHC meeting to allow time for staff review and public posting (notification) of the HAHC public hearing. Please also review criteria in the Historic Preservation Ordinance (HPO) for your project. *Refer to Sections 33-230 through 33-235, Houston Code of Ordinances, for a listing of optional items that may be submitted in support of an application and a listing of the criteria to be used as a basis for decision.* See Code of Ordinances – Chapter 33 VII – Historic Preservation at www.houstontx.gov/codes/index/html.

To qualify for city property tax exemption programs and discounts for permit fees, your COA MUST be approved by the HAHC. (see Benefits on City Planning Department website)

PROPOSED ACTION [check all that apply] [see Definitions below]

- | | | | |
|---|---|-------------------------------------|---|
| <input type="checkbox"/> demolition | <input type="checkbox"/> relocation | <input type="checkbox"/> alteration | <input type="checkbox"/> restoration |
| <input type="checkbox"/> rehabilitation | <input type="checkbox"/> new construction | <input type="checkbox"/> excavation | <input type="checkbox"/> mandatory repair |

Alteration: any change to the exterior of a building, structure, object, or site. Alteration shall include, but is not limited to, changing to a different kind, type or size of roofing or siding materials; changing, eliminating, or adding exterior doors, door frames, windows, window frames, shutters, fences, railings, columns, beams, walls, porches, steps, porte-cocheres, balconies, or ornamentation; or the dismantling, moving or removing of any exterior feature. Alteration does not include ordinary maintenance and repair.

Demolition: an act or process that destroys in whole or in part any building, structure, object or site.

Excavation: to expose, uncover, or remove by digging, cutting or hollowing out.

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 act of expanding an existing building, structure or object, or the erection of a new building, structure, or object, on a lot, site, or other property.

Rehabilitation: the act or process of 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: the act or process of 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.

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CERTIFICATE OF APPROPRIATENESS CHECKLIST

GENERAL CHECKLIST

A complete application for a Certificate of Appropriateness shall include:

1. Photographs of existing site(s) and structure(s)
2. Drawings, elevations or renderings of proposed work
3. A certified copy of deed restrictions existing on the subject property and name of civic association
4. A site plan
5. A written description of proposed changes and work to be completed

PLEASE INCLUDE THE SUPPLEMENTAL INFORMATION BELOW THAT COINCIDES WITH YOUR SPECIFIC PROJECT

1. EXTERIOR ALTERATION, RECONSTRUCTION OR REPAIR

Describe clearly and in detail all work to be done. Include the following items where appropriate:

- A. Accurate scaled drawings of proposed alterations in design for such items as roofs, facades, porches, or prominent architectural features.
- B. Sketches, photographs, specifications, product literature or other descriptions of proposed changes to the building facade or roof, or site improvements.
- C. Description, and/or samples of proposed materials when the original material will not be retained.
- D. Site information to include lot area, building footprint and area, setback requirements and existing setbacks and other site features and pertinent site data.
- E. Historical, pictorial evidence outlining the historical, or architectural authenticity.

2. NEW CONSTRUCTION OR ADDITIONS

Describe the nature of the proposed project. Include the following items where appropriate:

- A. Architectural and site plans with accurate measurements and distances to include the following site features and improvements: landscaping, fencing, lighting, paving areas, patios, decks, walls and walks, etc.
- B. Elevation drawings of each facade and specifications which clearly convey the proposed appearance of the project.
- C. Description and/or samples of materials to be used.
- D. Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

3. DEMOLITION OF STRUCTURES**

Please select the appropriate criteria:

- Unreasonable economic hardship OR
 Unusual and compelling circumstance

Please include the following material with your application:

- A. A certified appraisal of the value of the property conducted by a certified real estate appraiser
 - B. The assessed value of the land and improvements thereon according to the two most recent assessments unless the property is exempt from local property taxes
 - C. All appraisals obtained by the owner in connection with the acquisition, purchase, donation, or financing of the property, or during the ownership of the property
 - D. All listings of the property for sale or rent that are less than a year old at the time of the application
 - E. Evidence of any consideration by the owner of uses and adaptive reuses of the property
 - F. Itemized and detailed rehabilitation cost estimates for the identified uses or reuses, including the basis of the cost estimates
 - G. A comparison of the cost of rehabilitation of the existing building with the demolition of the existing building and construction of a new building
 - H. Complete architectural plans and drawings of the intended future use of the property, including new construction, if applicable
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- I. Plans to salvage, recycle, or reuse building materials if a Certificate of Appropriateness is granted

4. RELOCATION OF STRUCTURES

- A. Provide the reason for the relocation.
- B. Explain what will be moved, where, why, and any proposed changes.
- C. Include photographs and/or slides of the existing site and proposed relocation site.
- D. Describe the new site and include a proposed site plan to include any changes to the structure and the proposed site location and orientation.
- E. Describe any site features which will be altered or may be disturbed, including foundation, walls, driveways, vegetation, etc.
- F. Submit an erosion control and soil stabilization plan with timeline for relocation and site construction.

5. MANDATORY REPAIR**

- A. Describe the structure's condition and the reason for the citation.

*****If the building has been damaged by a fire or is in disrepair, you must provide sufficient photographs that completely document the condition. If fire damaged, you must provide a copy of the Fire Department Damage Report. If the building is under an order or orders from Neighborhood Protection Division, City of Houston, to repair or demolish, you must provide copies of all correspondence and orders issued for the site. If any of the information is not provided, your application will be delayed as it cannot be considered a complete application.***
