

# 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](http://www.houstontx.gov/planning).

### OWNER <sup>1</sup>

Name		
Company		
Mailing Address		
City	State	Zip
Phone		
Email		
Signature <sup>2</sup>	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"/> <b>Addition, Alteration, Rehabilitation and/or Restoration</b> <sup>3</sup> | <input type="checkbox"/> <b>New Construction</b> in an historic district |
| <input type="checkbox"/> <b>Relocation</b> <sup>3</sup>  | <input type="checkbox"/> <b>Demolition</b> <sup>3</sup>                  |
| <input type="checkbox"/> <b>Mandatory Repair</b> by order or citation <sup>3</sup>                   | <input type="checkbox"/> <b>Excavation</b> 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** <sup>4</sup> for each proposed action checked above and all applicable documentation listed within checklist

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

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

<sup>3</sup> Applies to any landmark, protected landmark, or structure within a historic district or archaeological site

<sup>4</sup> 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:

# CERTIFICATE OF APPROPRIATENESS APPLICATION

## PART I – GENERAL FORM



**PLANNING &  
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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@houstontx.gov
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### 2014 MEETING SCHEDULE – **REVISED EFFECTIVE JUNE 1, 2014**

- Beginning with the June 2014 HAHC meeting, COA applications are due 22 calendar days in advance of the meeting by **12 PM (noon)** on the deadline date. *Exception: revisions to items deferred or denied at the previous HAHC meeting are due 15 days in advance of the scheduled meeting.*
- **Application deadlines are firm.** All materials must be submitted by the deadline to be considered at the following HAHC meeting. Designs must be final at time of application; revisions will not be accepted after the deadline.
- HAHC will not accept new material or redesigns presented at the HAHC meeting. Deferral until the following month's meeting may be necessary in such cases to allow for adequate review by staff and commissioners.
- HAHC monthly meetings are held at 3:00 PM at City Hall Annex, 900 Bagby Street, City Council Chambers, Public Level.

HAHC <u>2014</u> Meeting Dates (Thursdays unless noted otherwise)	COA Application Deadlines	Demolition / Relocation Posted Sign Deadlines
May 22	May 7	May 12
June 19	May 28*	June 9
July 17	June 25*	July 7
August 28	August 6*	August 18
September 25	September 3*	September 15
October 23	October 1*	October 13
November 20	October 29*	November 10
December 17 (Wednesday)	November 25*	December 7

\* Revised Dates

### DEFINITIONS

- Addition:** any expansion to an existing building, structure or object.
- Alteration:** any change to the exterior of a building or structure, 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.

**CERTIFICATE OF APPROPRIATENESS APPLICATION**  
**PART II.A – CHECKLIST AND FORM:**  
**ADDITION, ALTERATION, REHABILITATION AND/OR RESTORATION**



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DEVELOPMENT  
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Please complete all applicable items and submit with the COA 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. 33-241 for HAHC consideration criteria for approval for an addition, alteration, rehabilitation, or restoration of a landmark; protected landmark; or structure in a historic district.

**ACTION TYPE AND SUBTYPES: (select all that apply)**

- |   |   |
|---|---|
| <p><input type="checkbox"/> <b>Addition</b></p> <p><b>Side Addition</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> addition to a single side of structure</li> <li><input type="checkbox"/> addition to multiple sides of structure</li> </ul> <p><b>Rear Addition</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> addition to rear of same width/height of existing structure</li> <li><input type="checkbox"/> addition to rear taller and/or wider than existing structure</li> </ul> <p><b>Additional Story / Level / Height</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 additional level/story to existing</li> <li><input type="checkbox"/> 2+ additional levels/stories to existing</li> <li><input type="checkbox"/> other addition increasing height of existing<br/>(explain in written description)</li> </ul> <p><b>Porch / Balcony</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> addition of a porch/balcony at the front of the structure</li> <li><input type="checkbox"/> addition of a porch/balcony at a side of the structure</li> <li><input type="checkbox"/> addition of a porch/balcony at the rear of the structure</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> type of addition not listed above<br/>(explain in written description)</li> </ul> | <p><input type="checkbox"/> <b>Alteration, Rehabilitation or Restoration</b></p> <p><b>Foundation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> leveling or height alterations</li> <li><input type="checkbox"/> foundation material or foundation cladding</li> <li><input type="checkbox"/> type alteration; i.e. slab on grade, pier on beam</li> </ul> <p><b>Walls</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> cladding: i.e. siding, shingles, brick, paneling, stucco</li> <li><input type="checkbox"/> windows: i.e. location, size, type, material, quantity</li> <li><input type="checkbox"/> doors: i.e. location, size, type, material, quantity</li> <li><input type="checkbox"/> commercial storefront system</li> </ul> <p><b>Roof</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> shape: i.e. form, pitch, type</li> <li><input type="checkbox"/> wall junction: i.e. eaves, soffit, brackets, overhang</li> <li><input type="checkbox"/> projections: i.e. chimneys, towers, dormers</li> <li><input type="checkbox"/> equipment: i.e. antennas, solar panels</li> </ul> <p><b>Architectural Elements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> awnings or canopies</li> <li><input type="checkbox"/> porch or balcony</li> <li><input type="checkbox"/> columns or visible structural members</li> <li><input type="checkbox"/> commercial signage</li> <li><input type="checkbox"/> other architectural element alterations<br/>(explain in written description)</li> </ul> |
|---|---|

**ALTERATION, REHABILITATION, RESTORATION, ADDITION DOCUMENTATION:**

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

- Elevations** of front (street) facing facade and all sides of the structure visually affected by the proposed addition or alteration
- Detail Photos** of exterior elements subject to proposal illustrating current pertinent conditions; i.e. damaged beyond repair materials, architectural elements to be altered or replicated, areas to be altered or removed
- Historical Photos** or evidence illustrating past architectural authenticity if restoring or replacing missing historic elements

**Renderings** (accurately scaled and dimensioned)

- Current Site Plan** of the property containing the subject of the proposal, indicate area of proposed work; include dimensions for all setbacks from property line, easements, secondary structures, and any other pertinent existing site conditions

Site Address	Subdivision	Lot	Block
Primary Project Contact	Email	Phone	

