

CERTIFICATE OF APPROPRIATENESS DEMOLITION CHECKLIST



PLANNING &
DEVELOPMENT
DEPARTMENT

Well in advance of the COA application deadline contact staff to discuss your project and, if necessary, to make an appointment to meet with staff for a project consultation.

Submit all items with the COA application form. 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. 33-247 for demolition approval criteria. Demolition applicants must give public notice by posting a sign at the site of the structure. Refer to attached public notice sign requirements for instructions.

PROPERTY ADDRESS: _____

DEMOLITION TYPE: unreasonable economic hardship unusual or compelling circumstance

WRITTEN DESCRIPTION

property description, current conditions and any prior alterations or additions

PHOTOGRAPHS label photos with description and location

- elevations of all sides of structure
- public notice sign(s) at the site upon installation with time stamp

DRAWINGS

current site plan or survey

DOCUMENTATION

- photographs or other documented evidence detailing the deteriorated state of the property and the inability to reasonably repair the property
- certified appraisal of the value of the property conducted by a certified real estate appraiser that takes into account that the property is a landmark, protected landmark or contributing structure in a historic district as well as the two most recent assessments of the value of the property, unless the property is exempt from local property taxes
- all appraisals obtained by the owner in connection with the acquisition, purchase, donation, or financing of the property
- all listings of the property for sale or lease of the property by the owner within the last year, and a statement by the owner of any bids and offers received and counteroffers given on the property
- evidence of any consideration by the owner of uses and adaptive reuses of the property
- itemized and detailed rehabilitation cost estimates for identified uses or reuses, including the basis of cost estimates
- financial statements showing revenue and expenses incurred for the property
- complete architectural plans and drawings of the intended future use of the property, including new construction, if applicable/available
- plans to reuse, recycle or salvage list of building materials if a COA is granted
- if applicant is a Nonprofit Organization, provide the following additional written information:
 - cost comparison of the performance of the organization's mission or function in the existing and new buildings
 - impact of reuse of the existing building on the organization's program, function or mission
 - additional costs if any, attributable to the building of performing the nonprofit organization's function within the context of costs incurred by comparable organizations, particularly in the Houston area
 - grants received, applied for or available to maintain or improve the property
 - budget of the nonprofit organization for the current and immediately past fiscal years

CERTIFICATE OF APPROPRIATENESS DEMOLITION PUBLIC NOTICE SIGN



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II. DEMOLITION, RELOCATION, AND APPEALS

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

Location: Signs shall be posted no more than 15 feet from the public right-of-way.

Size and Type: Minimum 4 feet by 8 feet. The lettering must be legible from the public right-of-way. The sign must be white with black lettering.

Information Required:

- Type of project proposed (Demolition, Relocation, or Appeal).
- Application number (please contact Historic Preservation staff to be assigned a number).
- Contact information for the Planning & Development Department Historic Preservation Office.
- Date, time and place of the HAHC meeting. The sign must be updated to reflect any changes to the date, time, or place if your application is deferred, continued, or otherwise postponed.
- Applicant name and contact information.

Posting Due Date: The sign must be posted at least 10 days in advance of the HAHC meeting at which it will be considered. The sign must remain in place and be updated as necessary until the HAHC or HPAB has taken final action on your application.

EXAMPLE:

