

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:

CERTIFICATE OF APPROPRIATENESS APPLICATION

PART I – GENERAL FORM



**PLANNING &
DEVELOPMENT
DEPARTMENT**

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
------------------------------	--------------	-------------------------------------

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.C – CHECKLIST AND FORM: RELOCATION



**PLANNING &
 DEVELOPMENT
 DEPARTMENT**

Please complete all applicable sections 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. 33-243 through 33-245 for HAHC consideration criteria for approval for the relocation of a landmark; protected landmark; or structure within/into a historic district or archaeological site.

RELOCATION CRITERIA: (select one)

- Relocation of a Landmark, Protected Landmark or Contributing Structure**

 Relocation of a Noncontributing Structure within/into a Historic District

 Relocation of a Building, Structure or Object in an Archaeological Site

RELOCATION NOTICE REQUIREMENTS:

Relocation applicants must give public notice by posting a sign at the site of the structure proposed for relocation. Refer to the schedule on the general application form for sign posting deadlines. Download the Relocation and Demolition Public Sign Requirements information document at www.houstontx.gov/planning; or, refer to the Historic Preservation Ordinance, Sec. 33-238.1.

RELOCATION APPLICATION DOCUMENTATION:

Photographs (label each photo with a description and location)

- All Elevations** illustrating current conditions of the structure proposed for relocation
 Proposed Site photos illustrating current conditions and location of the proposed relocation site
 Public Notification Sign photo of the sign(s) at the site upon installation per the relocation requirements noted above

Renderings (accurately scaled and dimensioned)

- Current Site Plan** of the property containing structure proposed for relocation
 Proposed Site Plan of the new site subject to the relocation; indicate the proposed placement of the structure on the site

Written Description (include the following items, use the area below and/or attach additional pages)

- Subject of Relocation** description including current location and conditions of structure and any prior alterations or additions
 Destination Site Information description of the location where the subject of the proposal will be relocated
 Criteria Adherence describe how the proposal satisfies the relocation determination criteria as stated in the Historic Preservation Ordinance, Sec. 33-243 or Sec. 33-244 or Sec. 33-245:
 (33-243) relocation of any landmark, protected landmark, or contributing structure within a historic district upon finding that it satisfies one or more of criteria **(a)** (1) through (4), or **(b)**:
 (a) (1) The landmark, protected landmark, or contributing structure: a. has architectural or historical value independent of its physical location that will not be diminished with relocation; b. can be moved without significant damage to its physical integrity; c. will be relocated to an area that is compatible with the historical and architectural character of the landmark, protected landmark, or contributing structure; d. and if located in an historic district, can be relocated without significantly diminishing the integrity of the historic district in which it is located;
 (a) (2) The relocation is necessary to protect the landmark, protected landmark, or contributing structure from demolition resulting from a public improvement project;

Site Address	Subdivision	Lot	Block
Primary Project Contact	Email	Phone	

CERTIFICATE OF APPROPRIATENESS APPLICATION
PART II.D – CHECKLIST AND FORM: DEMOLITION



**PLANNING &
DEVELOPMENT
DEPARTMENT**

Please complete all applicable sections 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. 33-247 for HAHC consideration criteria for approval for the demolition of a landmark; protected landmark; or contributing structure in an historic district; or structure in an archaeological site.

DEMOLITION CRITERIA: (select one)

- Unreasonable Economic Hardship** **Unusual or Compelling Circumstance**

DEMOLITION NOTICE REQUIREMENTS:

Demolition applicants must give public notice by posting a sign at the site of the demolition. Refer to the schedule on the general application form for sign posting deadlines. Download the Relocation and Demolition Public Sign Requirements information document at www.houstontx.gov/planning; or, refer to the Historic Preservation Ordinance, Sec. 33-238.1.

DEMOLITION APPLICATION DOCUMENTATION:

Photographs (label each photo with a description and location)

- All Elevations** illustrating current conditions of the structure proposed for demolition
- Public Notification Sign** photo of the sign(s) at the site upon installation per the demolition requirements noted above

Renderings (accurately scaled and dimensioned)

- Current Site Plan** or survey of the property containing structure proposed for demolition

Informational Material (as outlined in the Historic Preservation Ordinance, Sec. 33-247(b))

- (1) Certified appraisal of the value of the property conducted by a certified real estate appraiser
- (2) Assessed value of the land and improvements according to the two most recent assessments, unless the property is exempt from local property taxes
- (3) All appraisals obtained by the owner in connection with the acquisition, purchase, donation, or financing of the property
- (4) All Listings of the property for sale or rent that are less than a year old at the time of the application
- (5) Evidence of any consideration by the owner of uses and adaptive reuses of the property
- (6) Rehabilitation cost estimates, itemized and detailed, for identified uses or reuses, including the basis of cost estimates
- (7) Comparison costs of rehabilitation of the existing building, demolition of the building, and new construction
- (8) Complete architectural plans and drawings of the intended future use of the property, including new construction, if applicable/available
- (9) Plans to reuse, recycle or salvage list of building materials if a COA is granted
- (10) If applicant is a Nonprofit Organization, provide the following additional written information:
 - (a) Cost Comparison of the performance of the organization’s mission or function in the existing and new buildings
 - (b) Impact of Reuse of the existing building on the organization’s program, function or mission

Site Address	Subdivision	Lot	Block
Primary Project Contact	Email	Phone	

**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