

## CERTIFICATE OF APPROPRIATENESS APPLICATION

➊ 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: \_\_\_\_\_

### ➋ 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

### ➌ SITE INFORMATION

Site Address
General description

Tax account number	
Subdivision	
Lot	Block

### ➍ 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.

**\*Owner is the record title property owner. Applicant is the tenant, architect, contractor, etc.**

➡ **IMPORTANT:** Email [Randy.Pace@cityofhouston.net](mailto:Randy.Pace@cityofhouston.net) **OR** call 713/837-7963 and/or email [Thomas.McWhorter@cityofhouston.net](mailto:Thomas.McWhorter@cityofhouston.net) to find out the **DEADLINE** for submitting an application for a Certificate of Appropriateness and if necessary, make an appointment to discuss

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your project well in advance of the HAHC meeting date to ensure that your application is complete. The completed application must be submitted at least 21 working days prior to the date of the next HAHC meeting to allow time for staff review and public posting (notifications) of the HAHC public hearing. Also please review criteria in Historic Preservation Ordinance (HPO) for your project. *Refer to Sections 33-240 through 33-247, 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](http://www.houstontx.gov/codes/index.html) See Chapter 33 - VII - "Historic Preservation"

Definitions of the Proposed Action are also found on the Planning Department Website at [www.houstonplanning.com](http://www.houstonplanning.com) and click on icon for "Historic Preservation."

If the property is located within the boundaries of the Old Sixth Ward Protected Historic District (OSWPHD) also consult the design guidelines found on the City Planning Department Website at [www.houstonplanning.com](http://www.houstonplanning.com) and click on the icon for Historic Preservation. There is a map, which indicates the boundaries of the Old Sixth Ward Historic District (OSWHD) as well as the boundaries of the recently designated Old Sixth Ward Protected Historic District (OSWPHD), which lies within the boundaries of the former. There is also a listing, by address, of all sites within the boundaries of the OSWPHD and these sites, as well as all designated Protected Landmarks, are **NOT** subject to 90-day waiver provision, but **ARE** subject to the Demolition by Neglect Provision in the (HPO). See Section 33-250 (c) and Sec. 33-254 – see Code of Ordinances - Chapter 33 VII - Historic Preservation at:

[www.houstontx.gov/codes/index.html](http://www.houstontx.gov/codes/index.html) Go to Chapter 33 - VII - Historic Preservation

There is also a SEPARATE, DETAILED CHECKLIST FOR COA SUBMITTALS to help you complete your application, which can also be found on the City Planning Department Website.

**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]**

- |   |   |                                     |   |
|---|---|-------------------------------------|---|
| <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 |

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## DEFINITIONS:

**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

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1. CERTIFICATES OF APPROPRIATENESS (General Checklist)

A complete application for a Certificate of Appropriateness shall include:

- A. Photographs, or slides of existing site(s) and structure(s).
- B. Drawings, elevations or renderings of proposed work.
- C. A certified copy of deed restrictions existing on the subject property and name of civic association.
- D. A site plan.
- E. A written description of proposed changes and work to be completed **AND**

2. 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, slides, 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.

3. 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.

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. DEMOLITION OF STRUCTURES\*\*

- A. Describe the structure's condition and reason for demolition.
- B. Describe the proposed reuse of the site, include drawings of any proposed new structures, site features or landscaping.
- C. Include evidence of unusual circumstances, or an unreasonable economic hardship.
- D. Submit a timetable for demolition and clearing of the site.
- E. Submit an erosion control and soil stabilization plan.

6. 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.***