

# CERTIFICATE OF APPROPRIATENESS APPLICATION FORM



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

**PROPERTY**

Address 4623 OAK RIDGE ST. HOUSTON TX 77009  
 Historic District / Landmark NORTH NORTHILL HCAD # \_\_\_\_\_  
 Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

**DESIGNATION TYPE**

- Landmark
- Protected Landmark
- Archaeological Site
- Contributing
- Noncontributing
- Vacant

**PROPOSED ACTION**

- Alteration or Addition
- Restoration
- New Construction
- Relocation
- Demolition
- Excavation

**DOCUMENTS**

Application checklist for each proposed action and all applicable documentation listed within are attached

**OWNER**

Name MICHAEL ANDERSON  
 Company \_\_\_\_\_  
 Mailing Address 4623 OAK RIDGE ST  
HOUSTON TX 77009  
 Phone 713-962-2538  
 Email [REDACTED]  
 Signature [Signature]  
 Date \_\_\_\_\_

**APPLICANT (if other than owner)**

Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**ACKNOWLEDGEMENT OF RESPONSIBILITY**

**Requirements:** A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Preliminary review meeting or site visit with staff may be necessary to process the application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

**Deed Restrictions:** You have verified that the work does not violate applicable deed restrictions.

**Public Records:** If attached materials are protected by copyright law, you grant the City of Houston, its officers, agencies, departments, and employees, non-exclusive rights to reproduce, distribute and publish copyrighted materials before the Houston Archaeological and Historical Commission, the Planning Commission, City Council, and other City of Houston commissions, agencies, and departments, on a City of Houston website, or other public forum for the purposes of application for a Certificate of Appropriateness or building permit, and other educational and not for profit purposes. You hereby represent that you possess the requisite permission or rights being conveyed here to the City.

**Compliance:** If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and HAHC approval. Failure to comply with the COA may result in project delays, fines or other penalties.

Planner: \_\_\_\_\_ Application received: \_\_\_/\_\_\_/\_\_\_ Application complete: \_\_\_/\_\_\_/\_\_\_

# CERTIFICATE OF APPROPRIATENESS ALTERATION & ADDITON 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.

Complete all applicable items and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Houston Code of Ordinances, Ch. 33 VII, Sec. 33-241 for approval criteria for alteration, rehabilitation, restoration and additions.

**PROPERTY ADDRESS:** 4623 OAK RIDGE ST HOUSTON TX 77009

## BUILDING TYPE

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> single-family residence | <input type="checkbox"/> garage              |
| <input type="checkbox"/> multi-family residence             | <input type="checkbox"/> carport             |
| <input type="checkbox"/> commercial building                | <input type="checkbox"/> accessory structure |
| <input type="checkbox"/> mixed use building                 | <input type="checkbox"/> other               |
| <input type="checkbox"/> institutional building             |  |

## ALTERATION TYPE

- |  |   |
|--|---|
| <input type="checkbox"/> addition                | <input type="checkbox"/> roof             |
| <input type="checkbox"/> foundation              | <input type="checkbox"/> awning or canopy |
| <input type="checkbox"/> wall siding or cladding | <input type="checkbox"/> commercial sign  |
| <input type="checkbox"/> windows or doors        | <input type="checkbox"/> ramp or lift     |
| <input type="checkbox"/> porch or balcony        | <input checked="" type="checkbox"/> other |

- WOODEN CHIMNEY  
REMOVAL

## WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions
- proposed work; plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new materials description; attach specification sheets if necessary

## PHOTOGRAPHS

 label photos with description and location

- elevations of all sides
- detail photos of exterior elements subject to proposed work
- historical photos as evidence for restoration work

## DRAWINGS

 scale like drawings the same; include all dimensions and drawing scale; label with cardinal directions

- |  |   |
|--|---|
| <input type="checkbox"/> current site plan                 | <input type="checkbox"/> demolition plan                  |
| <input type="checkbox"/> proposed site plan                | <input type="checkbox"/> current roof plan                |
| <input type="checkbox"/> current floor plans               | <input type="checkbox"/> proposed roof plan               |
| <input type="checkbox"/> proposed floor plans              | <input type="checkbox"/> current elevations (all sides)   |
| <input type="checkbox"/> current window and door schedule  | <input type="checkbox"/> proposed elevations (all sides)  |
| <input type="checkbox"/> proposed window and door schedule | <input type="checkbox"/> perspective and/or line of sight |

## **Certificate of Appropriateness Application**

Mike Anderson – Owner

4623 Oak Ridge Street, Houston TX 77009

### **Description of Alteration**

**Alteration Proposed: Remove wooden chimney frame from north side of house**

Owner would like to remove the wooden box chimney encasing on the north side of house. Important to note that there is no brick chimney behind this framed structure. This house was re-modeled in 1995 and current owner purchased in 2005. Owner does not believe fireplace or existing chimney structure was original to the house, which was built in 1930.

After removing the wooden chimney structure, Owner would re-build a 6' high bump-out to accommodate the interior fireplace structure, which owner plans on leaving intact for aesthetic purposes only – to avoid costly remodeling inside the house. Siding of the bump-out would be current lap siding or any siding the HAHC recommends or requires.

The wooden chimney was re-sided in 2008 after Hurricane Ike. This type of structure does not hold up to the weather of Houston, as water runs down the side causing rot and potential hidden damage to the house. Also, the design of the chimney does not allow for a continuous gutter to run the entire length of the house.

After chimney structure is removed and rebuilt to the 6' high bump-out, Owner plans on installing a wooden 6' wooden gate for security and ensure limited visibility from the street.

Owner asks for this consideration for house aesthetics, stopping further rot and allowing for the installation of new gutters to improve water removal from north side of house.

Pictures of the current chimney are included in this application.

Thank you for your consideration.

Respectfully,

Mike Anderson

Mike Anderson – 4623 Oak Ridge Street, Houston TX 77009



Side of house.



After chimney is removed, the house would have a more appealing roofline and allow for gutters to be installed the entire length of the home. Current chimney structure does not shed water well and will soon have significant rot to deal with, resulting in costly repairs.

Rot common to this type of chimney structure

Siding and trim rots due to water streaming down all sides of chimney.



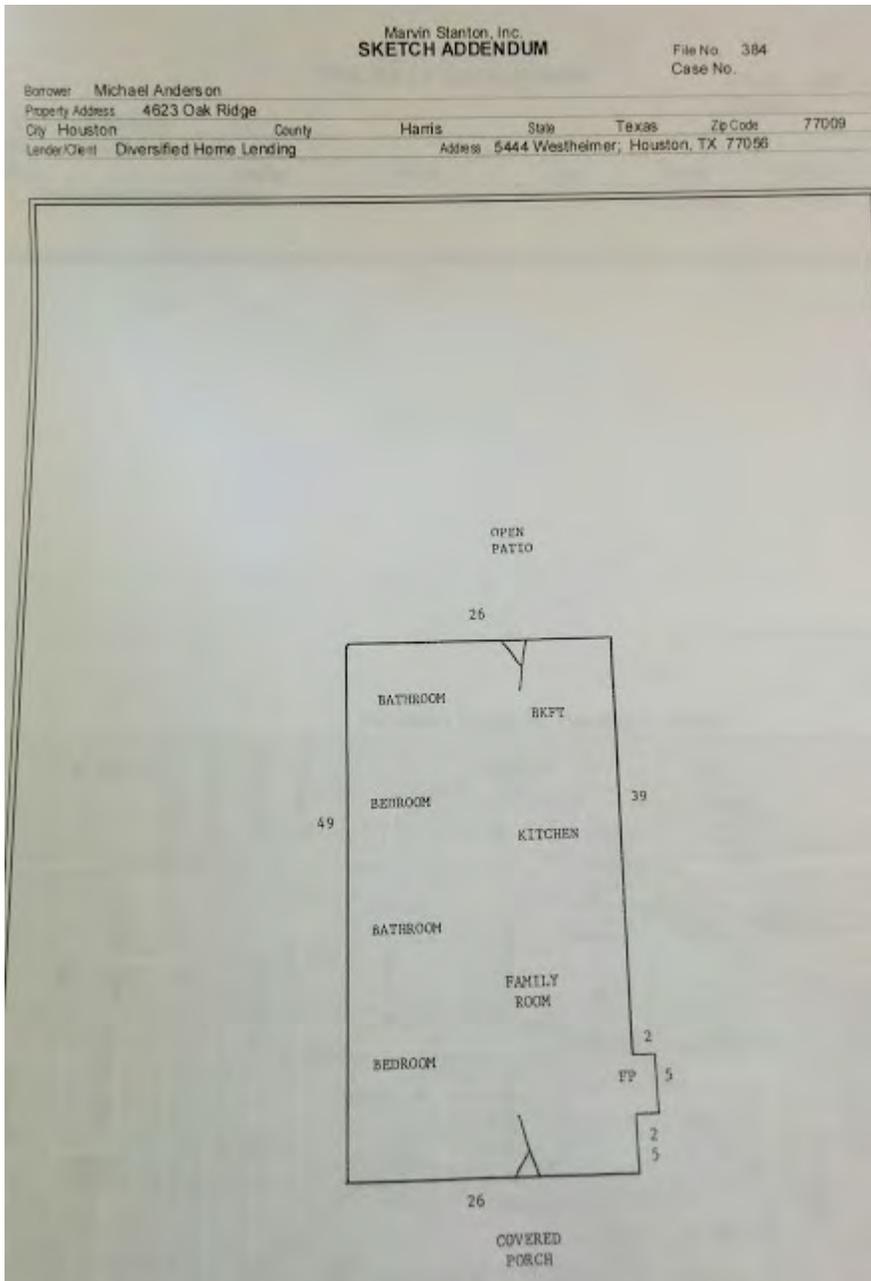
View looking East from back of house. Black dashed line represents proposed “bump-out” to accommodate fireplace. Fireplace would be considered non-working and gas-line removed if necessary.

Height would be approximately 6’ height and bump out approximately 18-24”.



Figure 1

Appraisal sketch from 2005. Fireplace dims lower right corner.







February 5, 2016

**ANDERSON MICHAEL G  
4623 OAK RIDGE ST  
HOUSTON TX 77009-4422**

Re: Proposed chimney removal at 4623 Oak Ridge St

Dear Mike,

Your request for approval of the above referenced project was recently considered by the NNA Board. Eleven of the twelve board members were present. The board members voted to **approve** your application.

Sincerely,

NNA Board