

CERTIFICATE OF APPROPRIATENESS APPLICATION FORM



PLANNING &
DEVELOPMENT
DEPARTMENT

PROPERTY

Address 2616 Stanford St, Houston, TX 77006

Historic District / Landmark AVONDALE WEST

HCAD # 026130000007

Subdivision MONTROSE

Lot LT 8+TR7 Block 4

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 Ravi Jaisinghani

Company _____

Mailing Address PO Box 667369
Houston, TX 77266

Phone 713 849 0455

Email [REDACTED]

Signature _____

Date Jan 3, 2016

APPLICANT (if other than owner)

Name MIKE SHELTON

Company HARVARD HEIGHTS

Mailing Address 940 HARVARD
HOU TX 77008

Phone 713 880 8090

Email [REDACTED]

Signature [Signature]

Date 4 JAN 16

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 NEW CONSTRUCTION CHECKLIST



PLANNING &
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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 sections 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. 33-242 for approval criteria for new construction in a historic district.

PROPERTY ADDRESS: 2616 STANFORD

NEW BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building
- garage
- carport
- accessory structure
- other

DRAWINGS

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

- site plan
- floor plans
- window and door schedule
- roof plan
- elevations (all sides)
- perspective

WRITTEN DESCRIPTION

- describe new structure including square footage, levels, foundation, siding, windows, doors, roof and details
- materials description; attach specification sheets if necessary

PHOTOGRAPHS label photos with description and location

- site as seen from street, from front and corners, include neighboring properties

CERTIFICATE OF APPROPRIATENESS APPLICATION PART I – GENERAL FORM



**PLANNING &
DEVELOPMENT
DEPARTMENT**

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, Ch. 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.

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.

<i>To be completed by PLANNING STAFF:</i>	<i>Application received by:</i>	<i>Date:</i>
	<i>Accepted as complete by:</i>	<i>Date:</i>

CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS



**PLANNING &
DEVELOPMENT
DEPARTMENT**

Well in advance of the COA application deadline contact staff to discuss your project, application requirements, and, if necessary, to make an appointment to meet with staff for a project consultation. Visit the **Historic Preservation Web Manual** for historic district profiles, project guidance and forms.
www.houstontx.gov/HistoricPreservationManual

Historic Preservation Office **832.393.6556** **historicpreservation@houstontx.gov**

SUBMISSION INSTRUCTIONS

To submit application to Planning Department:

- ... email documents to historicpreservation@houstontx.gov (attachments must be less than 10MB)
- ... send a Dropbox shared folder invitation to historicpreservation@houstontx.gov, or
- ... contact staff to set up an appointment to drop off a disc or flash drive.

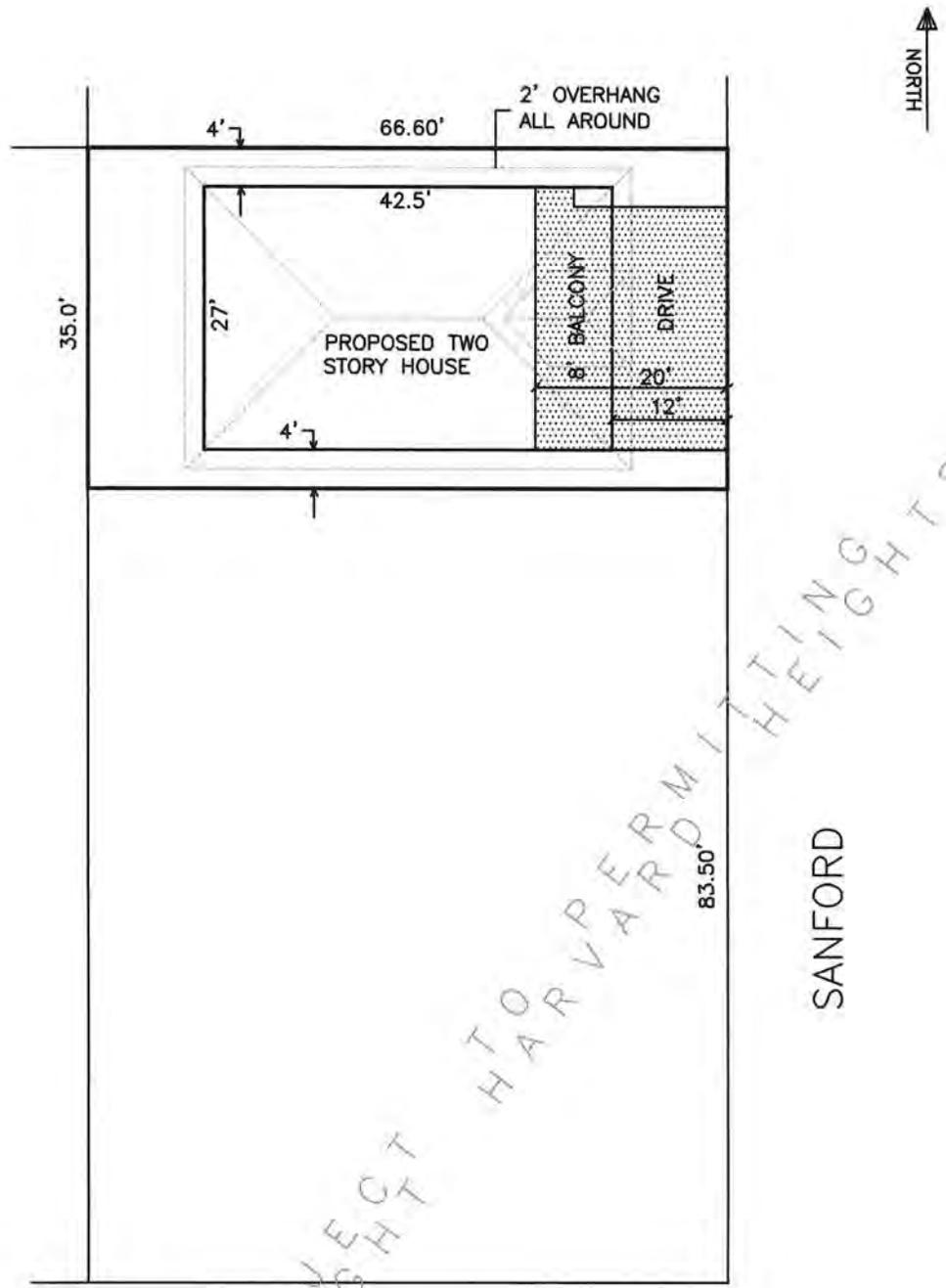
MEETING SCHEDULE

- ... Applications are due **22 calendar days** in advance of the HAHC 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.

2015 Meeting Dates (Thursdays unless noted otherwise)	COA Application Deadlines	Demolition / Relocation Posted Sign Deadlines
January 29	January 7	January 19
February 26	February 4	February 16
March 26	March 4	March 16
April 23	April 1	April 13
May 21	April 29	May 11
June 18	May 27	June 8
July 22 (Wednesday)	June 30	July 12
August 27	August 5	August 17
September 24	September 2	September 14
October 22	September 30	October 12
November 19	October 28	November 9
December 16 (Wednesday)	November 24	December 6

2616 Sanford

This will be a two story with 932 sf on the first floor and 932 sf on the second floor. There will be a 8' wide covered balcony on the second floor with wooden rails and spindles. The foundation will be drilled piers with grade beams approximately 8" above finished grade. The siding will be stucco with a 12 belly band and a 1x12 band below the soffit with corbels at approx 20" centers. The roof will be composition with a dormer in the front. The windows will be wooden sashes and a combination of fixed/sliders and double hung with three panes of glass in the top sash per the elevation drawing on the second floor and exposed vinyl windows on the first floor (not visible from street). The garage doors shall be carriage style as shown. The doors shall be metal 5 lite horizontal.



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 HARVARD HEIGHTS CONSTRUCTION

AVONDALE AVE.

SANFORD

SITE PLAN

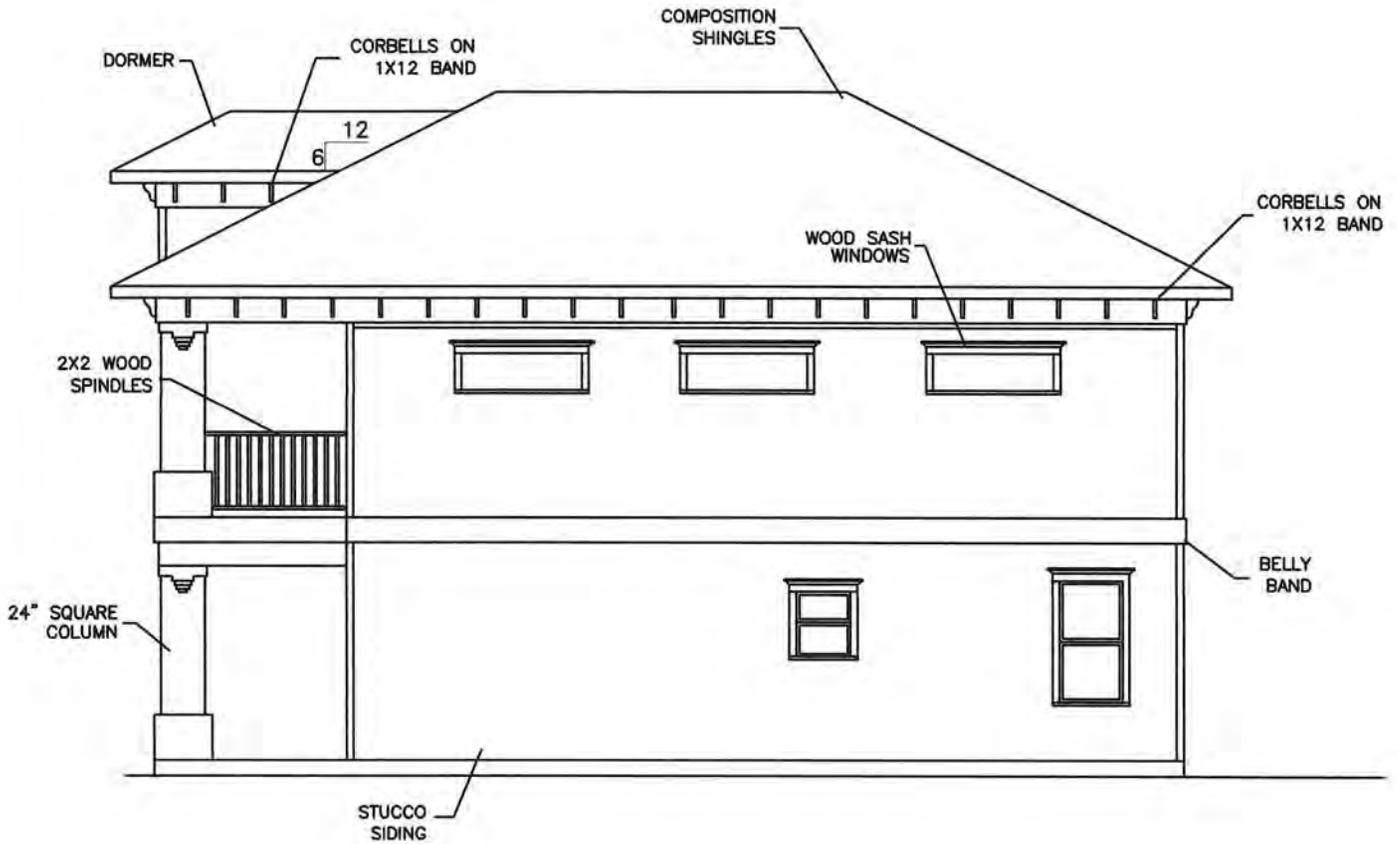
2616 SANFORD

SCALE 1:20

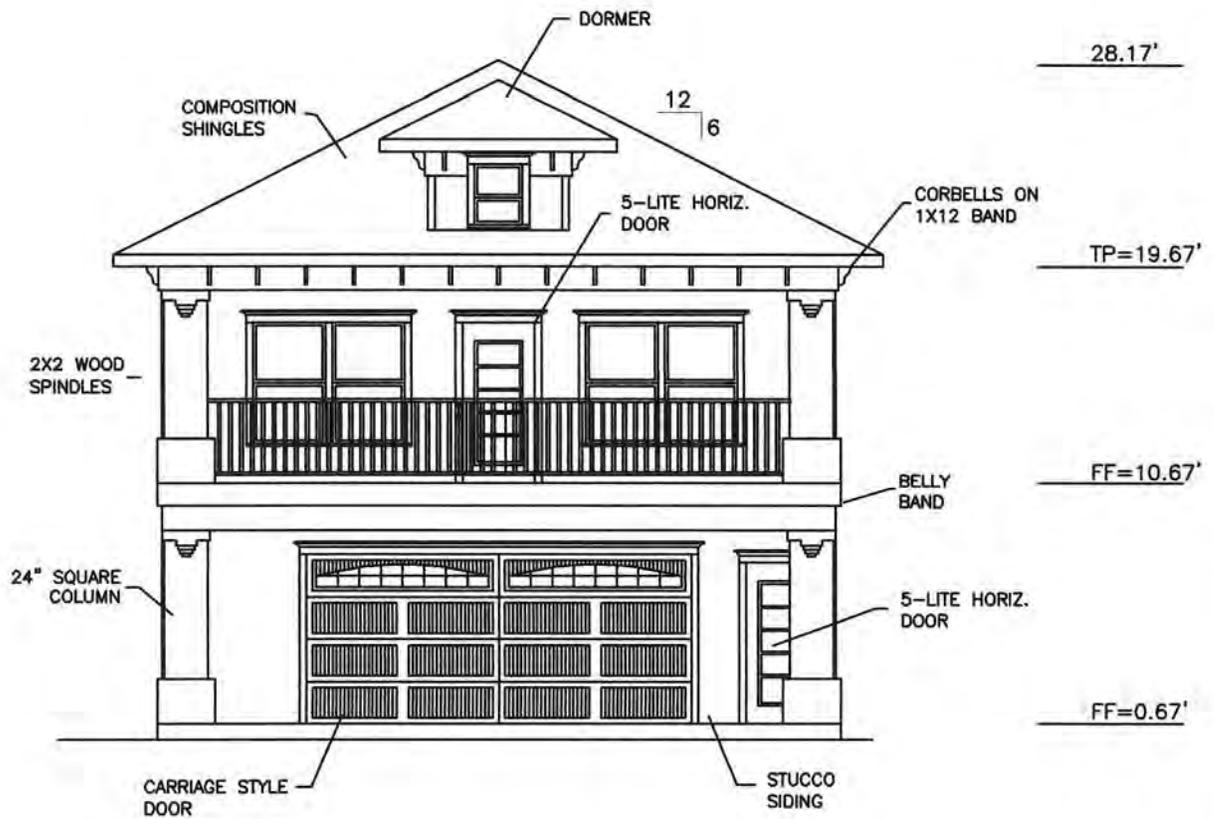
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 HARVARD HEIGHTS CONSTRUCTION



HARVARD HEIGHTS CONSTRUCTION
 240 HARVARD HOUSTON, TX. 77008
 713-880-8090



RIGHT VIEW



FRONT VIEW

ELEVATIONS

2616 SANFORD

SCALE 1:8

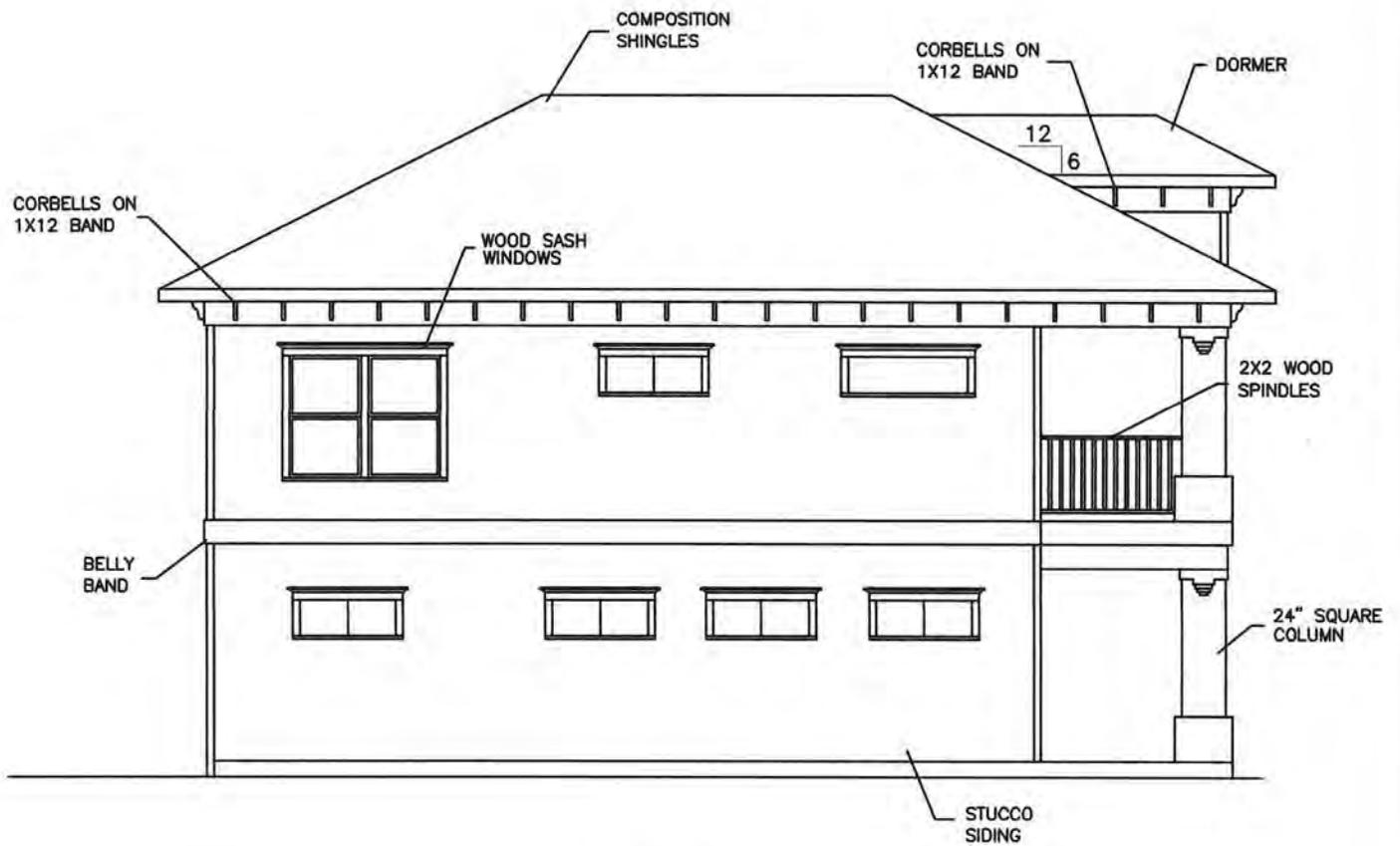
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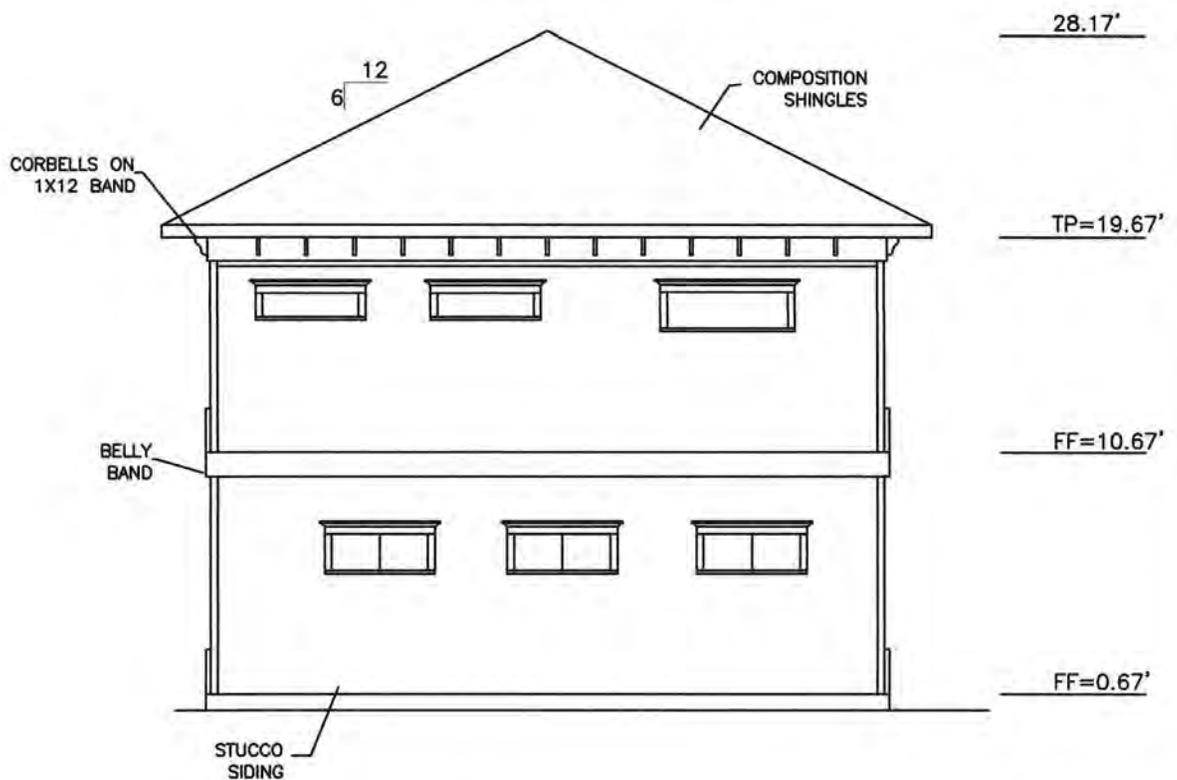


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LEFT VIEW



BACK VIEW

ELEVATIONS

2616 SANFORD

SCALE 1:8

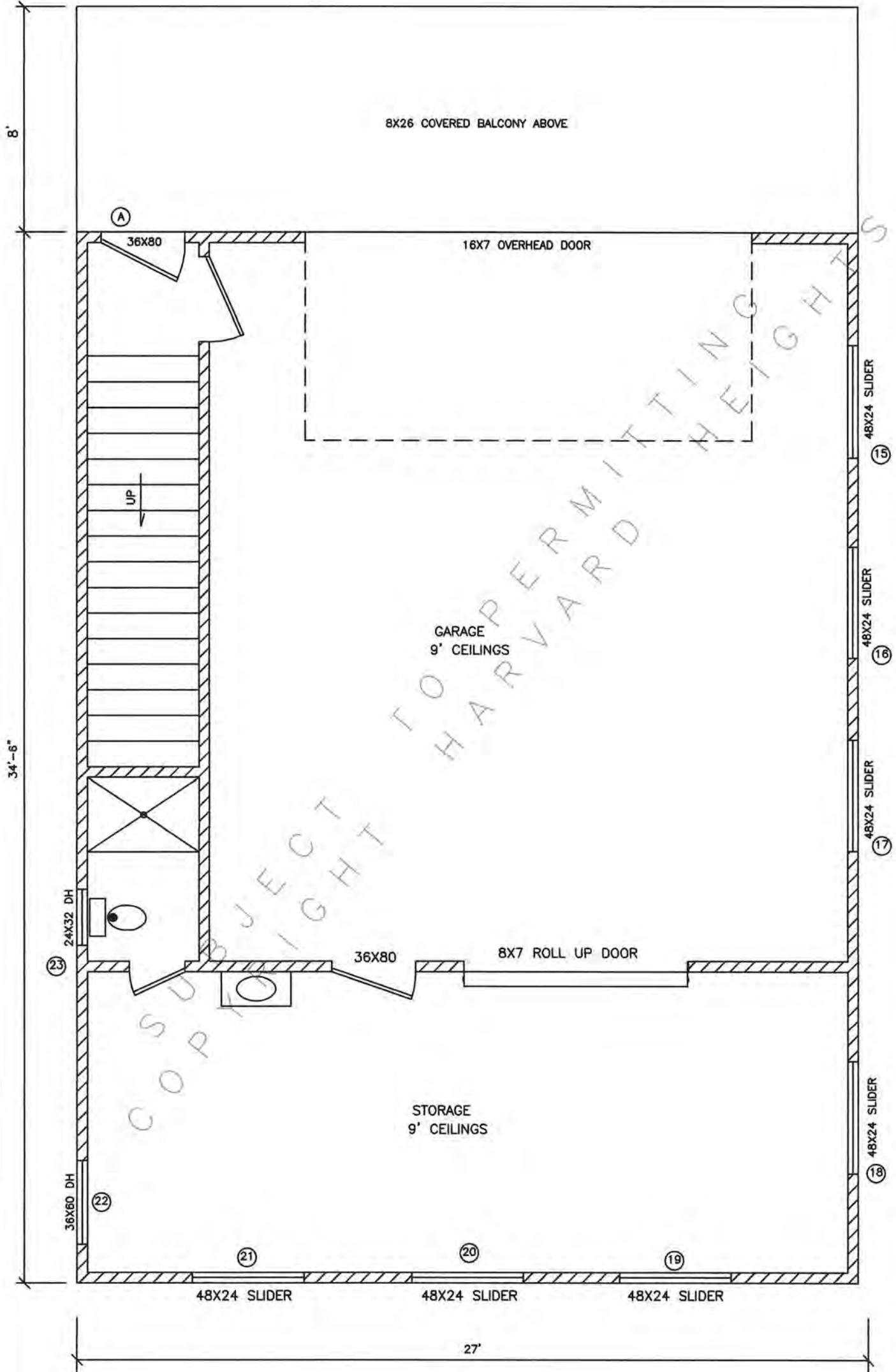
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FIRST FLOOR

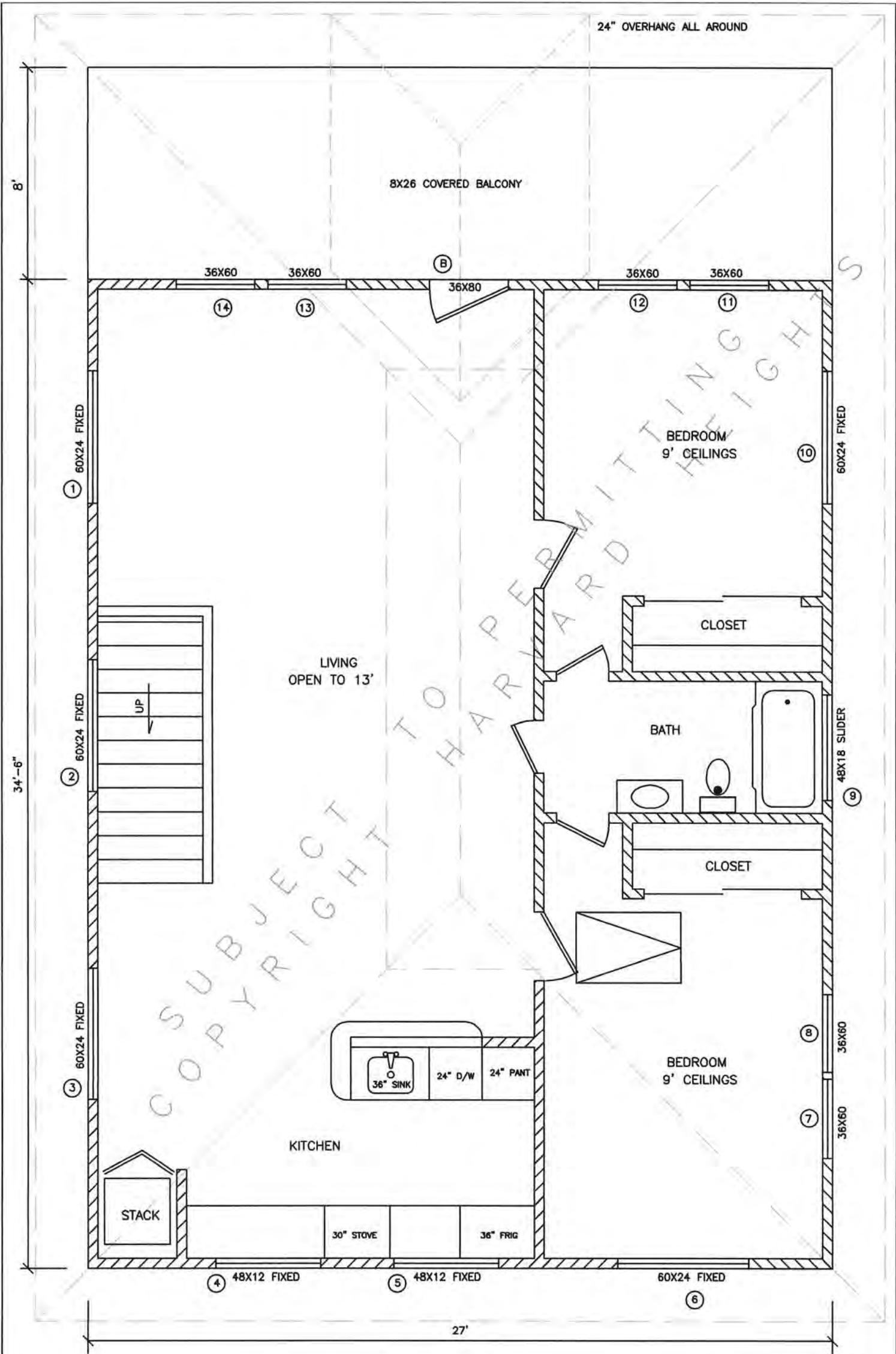
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SCALE 1:4

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SECOND FLOOR

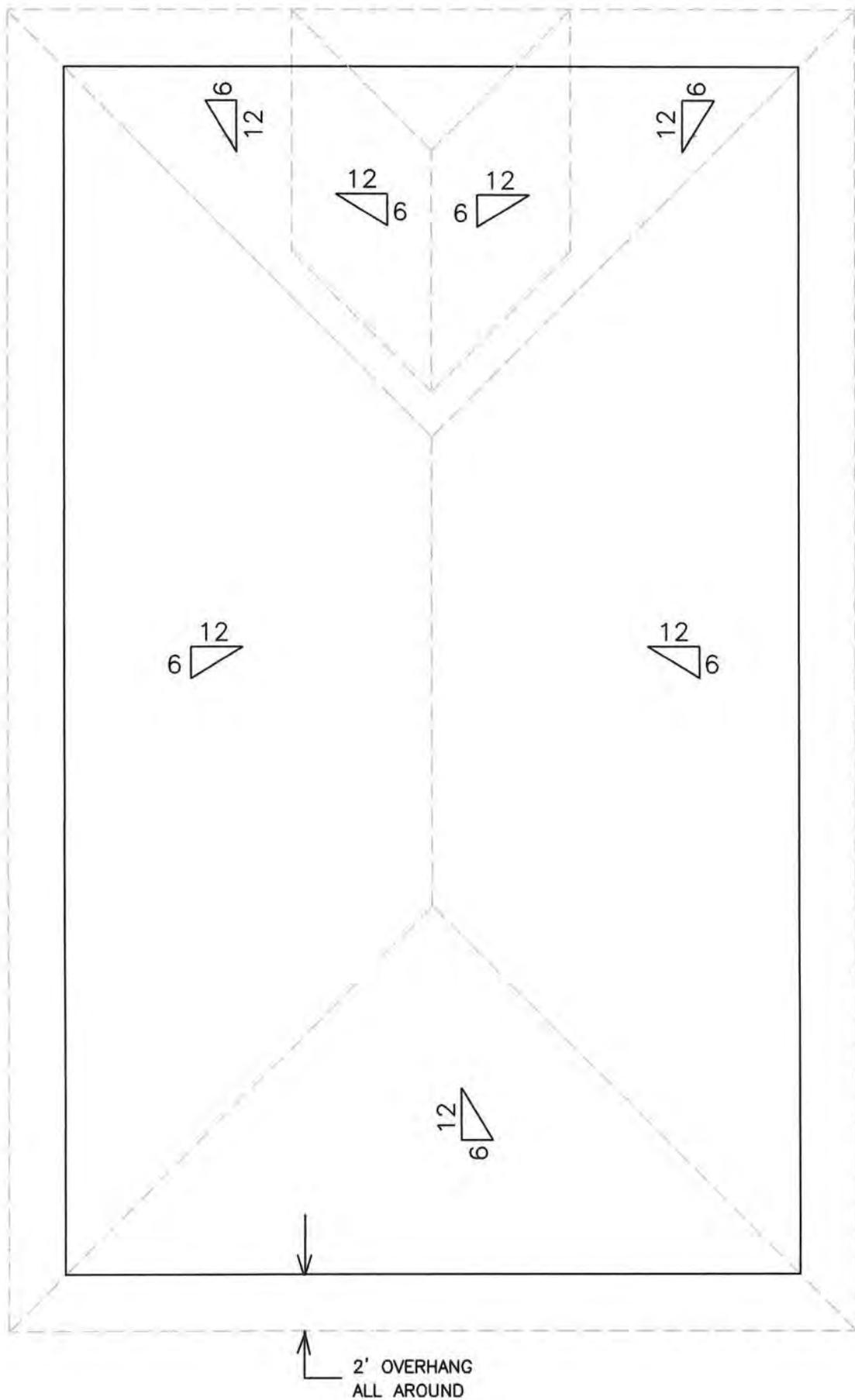
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SCALE 1:4

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ROOF PLAN

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SCALE 1:4

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DOOR SCHEDULE

LOCATION	DOOR SIZE	REMARKS
A	36"X80"	5- LITE METAL HORIZ.
B	36"X80"	5- LITE METAL HORIZ.

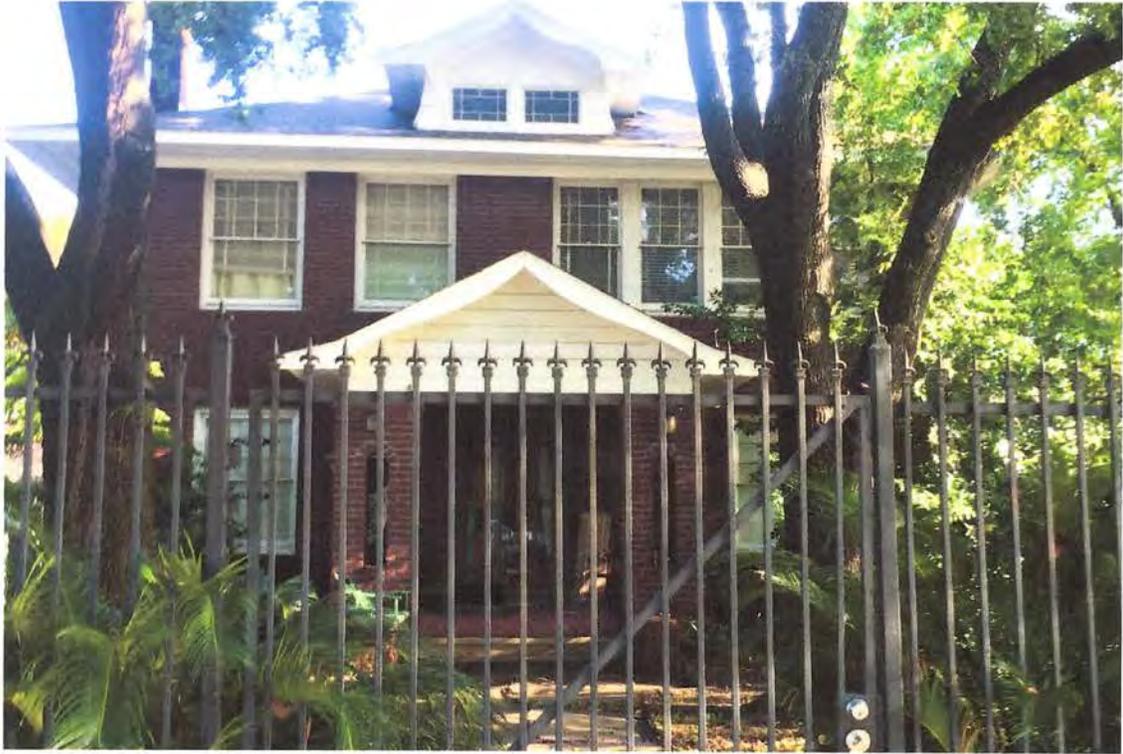
WINDOW SCHEDULE

LOCATION	WINDOW SIZE	SILL HEIGHT	REMARKS
1	60"X24"	56"	WOOD FIXED
2	60"X24"	56"	WOOD FIXED
3	60"X24"	56"	WOOD FIXED
4	48"X12"	90"	WOOD FIXED
5	48"X12"	90"	WOOD FIXED
6	60"X24"	56"	WOOD FIXED
7	36"X60"	24"	WOOD DH
8	36"X60"	24"	WOOD DH
9	48"X18"	62"	WOOD SLIDER
10	60"X24"	56"	WOOD FIXED
11	36"X60"	24"	WOOD DH
12	36"X60"	24"	WOOD DH
13	36"X60"	24"	WOOD DH
14	36"X60"	24"	WOOD DH
15	48"X24"	56"	VINYL SLIDER
16	48"X24"	56"	VINYL SLIDER
17	48"X24"	56"	VINYL SLIDER
18	48"X24"	56"	VINYL SLIDER
19	48"X24"	56"	VINYL SLIDER
20	48"X24"	56"	VINYL SLIDER
21	48"X24"	56"	VINYL SLIDER
22	36"X60"	24"	VINYL DH
23	24"X32"	48"	VINYL DH

DOOR WINDOW SCHEDULE

2616 SANFORD





703 AVONDALE
FRONT HOUSE



2616 SANFORD
(SUBJECT PROPERTY)
BACK BUILDING FACING
SANFORD

