

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	

