

CERTIFICATE OF APPROPRIATENESS

Public Notice Sign Requirements



PLANNING &
DEVELOPMENT
DEPARTMENT

Applicants for a COA must give public notice by posting a sign on the property. The sign required depends on the type of project you are planning. Please review the information below and follow instructions for the sign type required for your project type. Please contact Historic Preservation staff at 832-393-6556 or historicpreservation@houstontx.gov if you have questions.

SIGN REQUIREMENTS

I. ALTERATIONS AND NEW CONSTRUCTION

Quantity: One sign shall face each public right-of-way bordering the site.

Location: Signs shall be posted no more than 15 feet from the public right-of-way.

Size: Minimum 2 feet by 3 feet (typical yard sign). Font size should be at least $\frac{3}{4}$ inch in height.

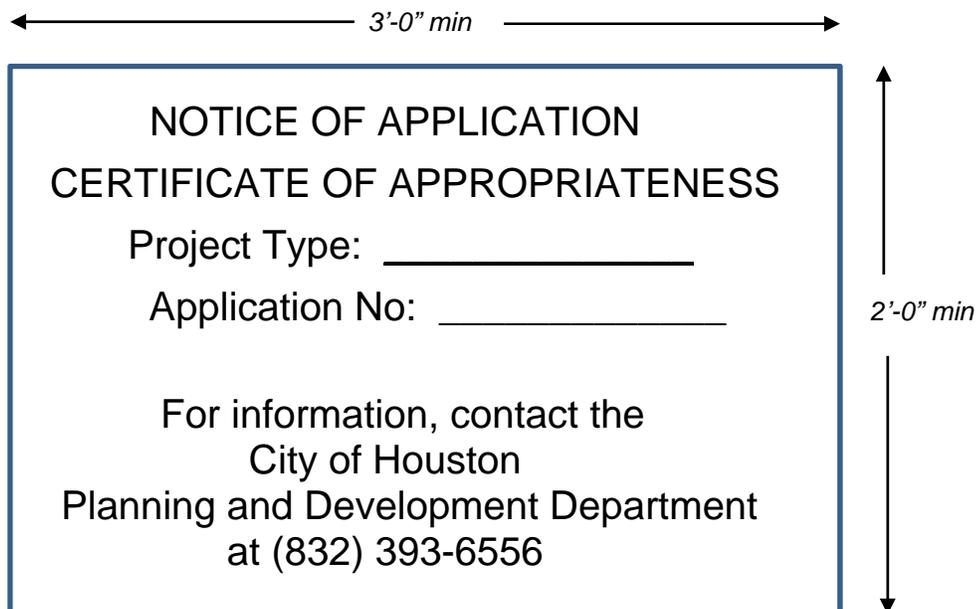
Information Required:

- Type of project proposed (Alteration or New Construction).
- Application number (please contact Historic Preservation staff to be assigned a number).
- Contact information for the Planning & Development Department Historic Preservation Office.

Posting Due Date: The sign must be posted within three days of application and a photo sent to staff once it is posted. The sign must remain in place until the HAHC or Planning Director has taken final action on your application.

Where to get the sign: You may hand print the sign yourself as long as the lettering is legible from the street and contains the required information. The Planning Department also has preprinted signs that you can borrow.

EXAMPLE:



II. DEMOLITION, RELOCATION, AND APPEALS

Quantity: One sign shall face each public right-of-way bordering the site.

Location: Signs shall be posted no more than 15 feet from the public right-of-way.

Size: Minimum 4 feet by 8 feet. The lettering must be legible from the public right-of-way.

Information Required:

- Type of project proposed (Demolition, Relocation, or Appeal).
- Application number (please contact Historic Preservation staff to be assigned a number).
- Contact information for the Planning & Development Department Historic Preservation Office.
- Date, time and place of the HAHC meeting. The sign must be updated to reflect any changes to the date, time, or place if your application is deferred, continued, or otherwise postponed.
- Applicant name and contact information.

Posting Due Date: The sign must be posted at least 10 days in advance of the HAHC meeting at which it will be considered. The sign must remain in place and be updated as necessary until the HAHC or HPAB has taken final action on your application.

EXAMPLE:

