

Certificate Of Appropriateness: Alteration/Addition Worksheet

(For Houston Heights East, West, or South Districts only)



PLANNING & DEVELOPMENT DEPARTMENT

Please review Houston Heights Design Guidelines for more clarification or larger images - Section 5 - See link here:

https://www.houstontx.gov/planning/historicpres/design_guide_heights_district/july2018/houston-heights-design-guidelines-july2018.pdf

* This form is required. Failure to include accurate and complete requested information below may result in an incomplete application and delay the review/recommendation of the proposed project to Director and HAHC.

Address*: _____

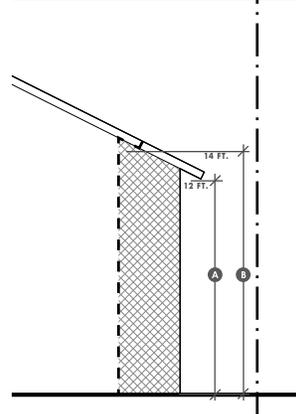
Lot Size (Total Sq Ft)*: _____

Lot Dimensions (W X L)*: _____

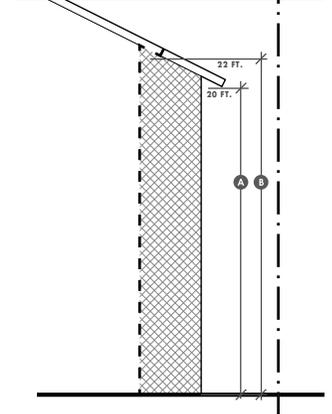
General Addition Info:

	Existing	Proposed/New do not include existing
Square Footage*		
Stories*		
Max Ridge Height*		
Max Eave Height*		

PRIMARY BUILDING 1-STORY
EAVE HEIGHT RANGE



PRIMARY BUILDING 2-STORY
EAVE HEIGHT RANGE

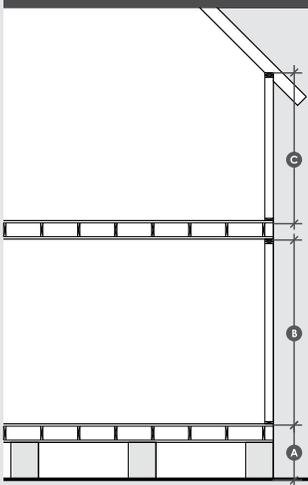


KEY	MEASUREMENT	APPLICATION
A	12 FT.	Maximum 1-story eave height at the 5 FT. minimum side setback
B	14 FT.	Maximum 1-story eave height at 7 FT. or greater side setback

KEY	MEASUREMENT	APPLICATION
A	20 FT.	Maximum 2-story eave height at the 5 FT. minimum side setback
B	22 FT.	Maximum 2-story eave height at 7 FT. or greater side setback

Building Wall (Plate) Height:

PRIMARY BUILDING WALL PLATE HEIGHT



KEY	MEASUREMENT	APPLICATION
A	36 IN.	Maximum finished floor height (as measured at the front of the structure)
B	10 FT.	Maximum first floor plate height
C	9 FT.	Maximum second floor plate height

	Existing	Proposed/New
A. Finished floor height* measured @ front from grade		
B. First floor height (Plate Height) from max finished floor height		
C. Second floor height (Plate Height) from first floor height		

Context Area:

Neighboring Contributing Context Address (must be in same historic district)	Number of stories	Max Ridge Height *if available	Shares property line with this property-Y/N?

Neighboring Context Address * if next door neighbor isn't contributing	Number of stories	Ridge Height *if available

Please fill out the window worksheet and review guidelines for drawing submissions
See link for more info: <https://cohweb.houstontx.gov/HPT/login.aspx>

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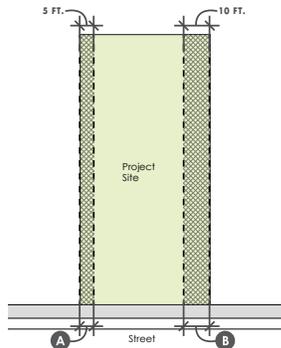
Address*: _____

Lot Size (Total Sq Ft)*: _____

Lot Dimensions (W X L)*: _____

Setbacks From Property Line:

	Proposed/ New	Shares property line with neighbor -Y/N?
North*		
South*		
East*		
West*		

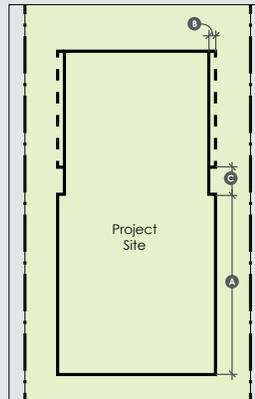


Note: This diagram shows just one example of a side setback configuration.

KEY	MEASUREMENT	APPLICATION
A	3 FT.	Minimum distance between side wall and the property line for lots less than 35 feet wide
B	5 FT.	Minimum distance between the side wall and the property line
	REMAINING	Difference between minimum side setback of 5 feet and minimum cumulative side setback
C	6 FT.	Minimum cumulative side setback for lots less than 35 feet wide
	10 FT.	Minimum cumulative side setback for a one-story house
	15 FT.	Minimum cumulative side setback for a two-story house

Max Width/Depth (Overall)

widest building wall corner to corner	Proposed Total Max
Max Width*	
Max Depth*	
Side wall inset width *if applicable	



SIDE WALL LENGTH		
KEY	MEASUREMENT	APPLICATION
A	50 FT.	Maximum side wall length without inset (1-story)
	40 FT.	Maximum side wall length without inset (2-story)
B	1 FT.	Minimum depth of inset section of side wall (1-story)
	2 FT.	Minimum depth of inset section of side wall (2-story)
C	6 FT.	Minimum length of inset section of side wall

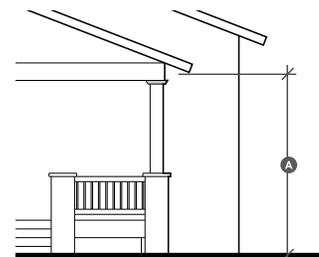
Are original corners maintained on Addition?

Yes

No

Porch Measurements (if applicable):

Proposed/New	Rear Porch	Side Porch	Side Porch
Eave Height			
Width			
Depth			
Railing Height			



KEY	MEASUREMENT	APPLICATION
A	9-11 FT.	Minimum and maximum 1-story porch eave height.

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Address*: _____

Lot Size (Total Sq Ft)*: _____

Lot Dimensions (W X L)*: _____

Square Footage/Maximum Lot Coverage:		Existing	Proposed do not include existing
Ground Floor Square Footage of Primary Building (HCAD)* <small>*please include sunrooms or enclosed porches w/ walls or windows</small>			
Attached Garage or Storage Space Square Footage			
Detached Garage, Garage Apartment or Accessory Building Square Footage			
<small>* Subtract detached garages more than 528 square feet by 528 square feet. If smaller than 528 sq ft, please subtract only the amount less than 528 sq ft.</small>			
		Total Lot Coverage (base sq ft)* =	
		Total Lot Coverage (% based on lot size)* =	

LOT SIZE	MAXIMUM LOT COVERAGE
<4000	.44 (44%)
4000-4999	.44 (44%)
5000-5999	.42 (42%)
6000-6999	.40 (40%)
7000-7999	.38 (38%)
8000+	.38 (38%)

Notes:	
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Floor to Area Ratio (FAR):		Existing	Proposed do not include existing
Living Space/Conditioned SQ FT of Primary Building (HCAD)* <small>*please include sunrooms or enclosed porches w/ walls or windows, attics with dormers</small>			
+ Attached Garage or Storage Space Square Footage			
+ Detached Garage apartments with area over 400 sq feet			
Detached Garage, Garage Apartment or Accessory Building Square Footage			
<small>* Subtract detached garages more than 528 square feet by 528 square feet. If smaller than 528 sq ft, please subtract only the amount less than 528 sq ft.</small>			
		FAR (sq ft)* =	
		FAR (% based on lot size)* =	

LOT SIZE	MAXIMUM FAR
<4000	.48
4000-4999	.48
5000-5999	.46
6000-6999	.44
7000-7999	.42
8000+	.40

Please also refer to the FAR calculator in Preservation Tracker and have drawings that accurately support this information*

Notes:	
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Lot Dimensions (W X L)*: _____

Material Info:

Do you have flooding issues? YES NO

Foundation:

	Existing	Proposed/New Addition
Grade to Finished Floor Height (1st fl)*		
Type*		
Material*		

Roof:

	Existing	Proposed/New Addition
Pitch*		
Style*		
Material *		

CLADDING:

	Existing	Proposed/New Addition
Primary Siding Material *		
Primary Siding Width Reveal		
Skirting Material		
Soffit Material		
Fascia Material		

PORCH DETAILS:

	Existing	Proposed/New Addition
Decking Material		
Pier/Base Material		
Column Material		
Step Material		
Railing Height		
Railing Material		

Are are all windows on addition inset & recessed?* YES or NO

Window Notes:	
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