

CERTIFICATE OF APPROPRIATENESS RELOCATION 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.

Submit all items with the COA application form. 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. 33-243 through 33-245 for approval criteria for relocation. Relocation applicants must give public notice by posting a sign at the site of the structure proposed for relocation. Refer to attached public notice sign requirements for instructions.

PROPERTY ADDRESS: _____

RELOCATION SITE: _____

RELOCATION TYPE

- move a contributing structure on its current property
- move a contributing structure out of the historic district
- move a contributing structure within the historic district
- move a non-designated or noncontributing structure within or into a historic district
- move a landmark or protected landmark

WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions
- destination description; details of the location where the subject of the proposal will be relocated

PHOTOGRAPHS label photos with description and location

- site as seen from street, from front and corners, include neighboring properties
- proposed relocation site and neighboring conditions
- public notice sign(s) at the site upon installation with time stamp

DRAWINGS include all setback dimensions and drawing scale

- current site plan or survey
- proposed site plan or survey

CERTIFICATE OF APPROPRIATENESS RELOCATION PUBLIC NOTICE SIGN



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SIGN REQUIREMENTS:

Deadline & Duration:

Signs must be posted no less than ten days before the date of the meeting; refer to the schedule on the general application. Signs must be maintained and remain on the site until the close of the meeting at which the HAHC acts on the application. Refer to the Houston Code of Ordinances, Ch. 33 VII, Sec. 33-238.1 for further details.

Location & Size:

A sign shall face each public right-of-way bordering the site. Signs shall be posted no more than 15 feet from the public right-of-way and each sign shall be a minimum of 4 feet by 8 feet with lettering legible from the public right-of-way.

Information on Sign:

- Structure subject to proposal (i.e. residence, garage, commercial building) and address
- Application number (may be obtained from Planning staff)
- Date, time and location of the HAHC meeting
- Contact information for the applicant
- Contact information for the Planning and Development Department

Example:

NOTICE OF CERTIFICATE OF APPROPRIATENESS APPLICATION
PROPOSED RELOCATION OF RESIDENCE AT 123 PARK ST.
APPLICATION #140101

Houston Archaeological & Historical Commission will consider the application on:

January 1, 2014 at 3:00 p.m.
City Hall Annex, Public Level
Bagby Street, Houston, Texas

For information contact:

Mr. Person, applicant: 555-123-4567 or mrperson@email.com

– or –

Houston Planning & Development Department, Historic Preservation Office:
832-393-6556 or historicpreservation@houstontx.gov