

CERTIFICATE OF APPROPRIATENESS

2021 APPLICATION FEE INFORMATION



PLANNING &
DEVELOPMENT
DEPARTMENT

APPLICATION FEES

The Certificate of Appropriateness (COA) application fee is based on your project type. Each application will require a separate fee. COA applications will not be processed until fees are paid in full. Please review the information below and follow the payment instructions required for your project type.

Applications to revise previously approved COAs or to resubmit after denial will be charged the full application fee. If an application found to be incomplete is not made complete by the next COA application deadline, a new COA application fee will be charged when a complete application is made.

The fees are as follows:

APPLICATION FEES – CERTIFICATES OF APPROPRIATENESS	TOTAL*
New Construction and Additions – Commercial and Residential	\$ 297.96
– Accessory Structures**	\$ 131.50
Restoration & Alteration (No Additions)	\$ 134.67
Demolition/Relocation	\$ 329.90

* Includes required \$29.72 administrative fee. The 2020 fee increase is effective Jan 1, 2020.

** An accessory structure is a structure that is incidental and subordinate to the principal structures on the property, is physically detached from the principal structures, and is uninhabitable (ex. garage, workshop, garden shed, gazebo, carport, pool house, storage building). Garage apartments, accessory dwelling units, or any structure designed as or being used for sleeping quarters or living space are not considered accessory structures for fee purposes.

Required fees must be paid **no later than close of business on Monday after the COA deadline**. Administrative approvals that are not subject to monthly COA deadlines will not be processed until the fee is paid. **If you fail to pay the application fee on time, your application may be deemed incomplete.**

Please contact Historic Preservation staff at 832-393-6556 or historicpreservation@houstontx.gov if you have questions about your project type, fee amount, or payment deadlines.

PAYMENT PROCESS

You may pay fees in person at 611 Walker St., 6th Floor, by mail with a check, or by email/phone with a debit or credit card. Please see below for detailed payment instructions. Regardless of payment method, you are responsible for providing Historic Preservation staff a copy of the receipt as proof of payment.

- **In Person:** You may pay by check (made out to the City of Houston), cash (exact amount only), debit or credit card at the Planning Department, 611 Walker St., 6th Floor, between the hours of 8am-5pm. Be sure to bring a valid ID in order to access the building.

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- By Phone: Credit and debit card payments can be processed over the phone, but must be preceded by an email to Payments staff authorizing the charge. Upon receiving the email, staff will call you for your card information.

To pay by phone, please email the following statement to Donella.Gomillion@houstontx.gov, and cc alejandra.garcia@houstontx.gov and historicpreservation@houstontx.gov:

"We/I _____ (Individual or Company Name, depending on the owner of the credit/debit card) authorize the City of Houston to charge my credit/debit card a COA application fee in the amount of _____ for _____ (property address). Please call me at _____ (your telephone number) for the credit/debit card information."

Please include "**COA Application Fee**" in the subject line of your email. **DO NOT** include your credit card information in the email. Payment staff will call you for this information at the phone number you provide. It is important to the City that your credit card information remain secure.

- By Mail: You may pay by mail by sending a check for the full amount (made out to the City of Houston) to:

City of Houston Planning and Development
Attn: Historic Preservation
611 Walker St., 6th Floor
Houston, TX 77002

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REFUND POLICY

All refund requests are reviewed on a case-by-case basis and are only considered for applications that are no greater than one year old. Generally speaking, refunds are granted when the overpayment is the result of an error on our part such as Certificate of Appropriateness application fees or Preservation Tracker over charging an account.

If, however you feel that you have an extenuating circumstance, you may make a request for refund, pending supporting documentation.

To complete your request, please prepare a signed letter (as the applicant) on company letterhead with all the following information:

Request Letter:

1. Included the name of the project and/or Preservation Tracker number. For Certificates of Appropriateness, please include the project number
2. Name/address of applicant and the person to receive the refund
3. Refund amount requested, (Provide receipt and all supporting documentation); and
4. Reason for Refund. (Please provide a clear explanation regarding the sequence of events. Refund requests are ultimately processed by our accounting division, who are not familiar with the COA process. Therefore, it is important that the request letter is written in succinct & clear terms that can be easily understood.)

Receipts: For COA receipts, please discuss with Historic Office of Preservation staff. For any other applications, please provide supporting documentation from either your lending institution and/or a payment confirmation, in either email or web portal format, so that your claim may be substantiated.

Admin fee: Please also note that your refund will exclude any administrative fees that were processed at the time you submitted your initial payment. Additionally, the City of Houston cannot refund bank surcharges and/or credit card convenience fees.

Timing: Planning and Development Accounting division reviews your refund request. Therefore, total processing of your refund request may take six weeks or more. Please contact our Department should an approved refund request take longer.