

CERTIFICATE OF APPROPRIATENESS DEMOLITION 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. 33-247 for demolition approval criteria. Demolition applicants must give public notice by posting a sign at the site of the structure. Refer to attached public notice sign requirements for instructions.

PROPERTY ADDRESS:

DEMOLITION TYPE:

- unreasonable economic hardship unusual or compelling circumstance

WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions

PHOTOGRAPHS label photos with description and location

- elevations of all sides of structure
 public notice sign(s) at the site upon installation with time stamp

DRAWINGS

- current site plan or survey

DOCUMENTATION

- certified appraisal of the value of the property conducted by a certified real estate appraiser
 assessed value of the land and improvements according to the two most recent assessments, unless the property is exempt from local property taxes
 all appraisals obtained by the owner in connection with the acquisition, purchase, donation, or financing of the property
 all Listings of the property for sale or rent that are less than a year old at the time of the application
 evidence of any consideration by the owner of uses and adaptive reuses of the property
 rehabilitation cost estimates, itemized and detailed, for identified uses or reuses, including the basis of cost estimates
 comparison costs of rehabilitation of the existing building, demolition of the building, and new construction
 complete architectural plans and drawings of the intended future use of the property, including new construction, if applicable/available
 plans to reuse, recycle or salvage list of building materials if a COA is granted
 if applicant is a Nonprofit Organization, provide the following additional written information:
 cost comparison of the performance of the organization's mission or function in the existing and new buildings
 impact of reuse of the existing building on the organization's program, function or mission
 additional costs if any, attributable to the building of performing the nonprofit organization's function within the context of costs incurred by comparable organizations, particularly in the Houston area
 grants received, applied for or available to maintain or improve the property
 budget of the nonprofit organization for the current and immediately past fiscal years

CERTIFICATE OF APPROPRIATENESS DEMOLITION 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 DEMOLITION 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