# CERTIFICATE OF APPROPRIATENESS

APPLICATION FORM

PLANNING & DEVELOPMENT DEPARTMENT

## PROPERTY INFORMATION

Address

Name of Historic District / Landmark HCAD #

Subdivision Lot Block

## DESIGNATION TYPE

- ☐ Landmark
- ☐ Protected Landmark
- ☐ Archaeological Site
- ☐ Historic District
- ☐ Contributing
- ☐ Noncontributing

For questions about this application or the application process, please contact the Historic Preservation Office at 832-393-6556 or email historicpreservation@houstontx.gov

## OWNER (name, contact info, and signature is required)

Name

Company

Mailing Address

Phone

Email

Signature

Date

## AGENT for owner (if applicable)

Name

Company

Mailing Address

Phone

Email

Signature

Date

## IMPORTANT: ACKNOWLEDGEMENT OF RESPONSIBILITY

**Requirements**: A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Preliminary review meeting or site visit with staff may be necessary to process the application. Late or incomplete applications will not be considered.

**Deed Restrictions:** You have verified that the work does not violate applicable deed restrictions.

**Public Records**: If attached materials are protected by copyright law, you grant the City of Houston, its officers, agencies, departments, and employees, non-exclusive rights to reproduce, distribute and publish copyrighted materials before the Houston Archaeological and Historical Commission, the Planning Commission, City Council, and other City of Houston commissions, agencies, and departments, on a City of Houston website, or other public forum for the purposes of application for a Certificate of Appropriateness or building permit, and other educational and not for profit purposes. You hereby represent that you possess the requisite permission or rights being conveyed here to the City.

**Compliance:** If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and HAHC approval. Failure to comply with the COA may result in project delays, fines or other penalties.

It is strongly recommended that the owner/applicant contact staff well in advance of the COA application deadline to discuss the project, and, if necessary, make an appointment for a project consultation.

Please visit the Historic Preservation Web Manual for historic district profiles, project guidance, application requirements, and forms at www.houstontx.gov/HistoricPreservationManual.

# CERTIFICATE OF APPROPRIATENESS

## ALTERATION / ADDITION

PLANNING & DEVELOPMENT DEPARTMENT

## CONTACT INFORMATION

Historic Preservation Office Phone: 832-393-6556 Email: historicpreservation@houstontx.gov

## SUBMISSION INSTRUCTIONS

All applications for a Certificate of Appropriateness (COA) must be submitted through the online Historic Preservation Tracker (HPT) at https://cohweb.houstontx.gov/hpt/ no later than 12 pm (noon) 22 calendar days in advance of HAHC date. Emailed or hard copy applications will not be accepted. *See HAHC schedule for more information.*

## BUILDING TYPE

- ☐ single-family residence
- ☐ multi-family residence
- ☐ mixed use, commercial, institutional building
- ☐ garage/carport
- ☐ accessory structure
- ☐ other _____

## ALTERATION TYPE

- ☐ foundation
- ☐ exterior siding
- ☐ window or door
- ☐ porch
- ☐ roof
- ☐ storefront
- ☐ awning/canopy
- ☐ sign
- ☐ other _____

## WRITTEN DESCRIPTION

*You must provide a complete written description of your project, which should include the following details:*

- Existing property conditions, as well as information about any prior alterations
- Description of proposed changes; plans to change any exterior features and/or addition description
- For replacement of existing materials (ex, siding, windows), a description of the materials and its condition
- Description of proposed new materials, including size; attach specification sheets if necessary

## PHOTOGRAPHS

*Label photos with description and location*

- Photos of all four sides of the structure; the entire elevation should be visible unless site conditions prohibit it
- Detailed photos of any exterior elements to be altered
- If missing elements will be reconstructed, provide historic photos or other documentation to verify original appearance
- Streetscape/context photos

## PROJECTS DETAILS WORKSHEETS

- Alteration/Addition Worksheet
- Window Worksheet (if applicable)
- Design Guidelines calculations (if applicable)

## FEE PAYMENT

**PROJECT TYPE:** Alteration / Addition **APPLICATION FEE:** $292.56

*Fees must be paid by the deadline and includes required $29.18 administrative fee. See payment instructions sheet for reference.*

## PUBLIC NOTICE SIGN

A two (2) by three (3) foot yard sign must be in place (facing each ROW) within three (3) days of application.

*Signs may be borrowed from the Historic Preservation Office at no charge. See sign instructions sheet for reference.*

## DRAWINGS

*The type of drawings needed depend on your project type, please contact staff to confirm requirements*

- ☐ Existing Site Plan
- ☐ Proposed Site Plan
- ☐ Existing Floor Plan
- ☐ Proposed Floor Plan
- ☐ Existing Window/Door Schedule
- ☐ Proposed Window/Door Schedule
- ☐ Window Worksheet (if needed)
- ☐ Existing Roof Plan
- ☐ Proposed Roof Plan
- ☐ Demolition Plan
- ☐ Existing Elevations (all sides)
- ☐ Proposed Elevations (all sides)
- ☐ Massing Model / Perspective

# CERTIFICATE OF APPROPRIATENESS

## ALTERATION / ADDITION WORKSHEET

PLANNING & DEVELOPMENT DEPARTMENT

✱ FAILURE TO INCLUDE REQUESTED INFORMATION MAY RESULT IN AN INCOMPLETE APPLICATION AND DELAY IN THE APPROVAL OF THE PROPOSED PROJECT

| | EXISTING | CHANGES TO EXISTING | PROPOSED ADDITION |
|---|---|---|---|
| **NUMBER OF STORIES** | | | |
| **SQUARE FOOTAGE** | | *-- SEE SQUARE FOOTAGE WORKSHEET --* | |
| HOUSE | | | |
| ATTACHED GARAGE | | | |
| DETACHED GARAGE | | | |
| FAR (Floor/Area Ratio) * | | | |
| LOT COVERAGE * | | | |
| **SETBACKS** * | N: E:<br>S: W: | N: E:<br>S: W: | N: E:<br>S: W: |
| **HEIGHTS** | | | |
| **Ridge** | | | |
| **Eave** | | | |
| **FOOTPRINT** | | | |
| **MAX WIDTH** | | | |
| **MAX DEPTH** | | | |
| **ENCROACHMENT** | | | |
| Inset Dimensions | | | |
| **FOUNDATION** | | | |
| Height to FF | | | |
| Type | | | |
| Material | | | |
| **CLADDING** | | | |
| Material / Reveal | / | | / |
| Skirting Material / Reveal | / | | / |
| **PORCH DETAILS** | | | |
| **Eave Height** | | | |
| **Width** | | | |
| **Depth** | | | |
| Decking Material | | | |
| Pier/Base Material | | | |
| Column Material | | | |
| Column/Pier Dimensions | | | |
| Step Material / Width | | | |
| Railing Height | | | |
| **ROOF** | | | |
| Style | | | |
| Pitch | | | |
| Additional Pitches | | | |
| Material | | | |
| Soffit Material | | | |
| Fascia Material | | | |
| Eaves (Open /Closed) | | | |
| Eave Overhang | | | |
| **WINDOWS** | | *-- SEE WINDOW WORKSHEET --* | |

✱ At a minimum, all requested information included above must be indicated on drawings when applicable
✱ All drawings must be fully dimensioned
✱ All setbacks measured from property line to nearest point of structure
✱ All heights taken from existing natural grade (to be 0'-0") – Specify the height of the existing natural grade relative to a fixed point in ROW

# HOUSTON ARCHAEOLOGICAL AND HISTORICAL COMMISSION

PLANNING & DEVELOPMENT DEPARTMENT

## 2019 HAHC SCHEDULE

| COA APPLICATION DEADLINE<br>12pm (noon) | HAHC MEETING DATES<br>(day of week varies) |
|---|---|
| Wed, January 2 | **Thurs, January 24** |
| Wed, January 30 | **Thurs, February 21** |
| Wed, February 27 | **Thurs, March 21** |
| Tues, March 26 | **Wed, April 17** |
| Wed, April 24 | **Thurs, May 16** |
| Wed, May 22 | **Thurs, June 13** |
| Wed, June 26 | **Thurs, July 18** |
| Tues, July 30 | **Wed, August 21** |
| Wed, September 4 | **Thurs, September 26** |
| Wed, October 2 | **Thurs, October 24** |
| Wed, October 30 | **Thurs, November 21** |
| Tues, November 26 | **Wed, December 18** |

| MEETING TIME & LOCATION: | FOR MORE INFORMATION: |
|---|---|
| 3:00 PM at City Hall Annex<br>City Council Chambers, Public Level<br>900 Bagby Street, Houston, TX | http://www.houstontx.gov/planning/HistoricPres/<br>email: historicpreservation@houstontx.gov<br>phone: 832-393-6556 |

**PLEASE NOTE:**

- **Applications:** All applications must be submitted via Historic Preservation Tracker at: https://cohweb.houstontx.gov/hpt/
- **Deadlines:** Deadlines are firm. Contact staff well in advance of the deadline to discuss your project and resolve potential issues.
  - Due Dates: Certificate of Appropriateness (COA) applications are due **22 calendar days** in advance of the HAHC meeting by **12 PM (noon)** on the deadline date. *Exception: Revisions to items deferred or denied at the previous HAHC meeting are due 15 days in advance of the scheduled meeting*.
  - Complete Applications: All materials must be submitted by the deadline to be considered at the following HAHC meeting. Designs must be final at time of application; revisions will not be accepted after the deadline. HAHC will not accept new material or redesigns presented at the HAHC meeting; deferral until the following meeting may be necessary to allow for adequate review.
- **Notice Sign:** All COA applications require a public notice sign to be posted on the property. Please see the *COA Sign Requirements* at: www.houstontx.gov/planning/Forms/ for more information.
- **Fees:** All COA applications have an application fee. Please see the *Application Fee Information* at: www.houstontx.gov/planning/Forms/ for more information. Fees for project revisions incur the original fee.
- **Administrative Approval:** Some applications may qualify for approval by the Planning Director.
- **Forms:** Application forms can be downloaded at: www.houstontx.gov/planning/Forms/

# CERTIFICATE OF APPROPRIATENESS

## 2019 APPLICATION FEE INFORMATION

PLANNING & DEVELOPMENT DEPARTMENT

Applicants for Certificates of Appropriateness must pay an application fee based on the project type. 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.

- For questions about your fee amount, please contact Historic Preservation staff at 832-393-6556 or historicpreservation@houstontx.gov.
- For questions about the payment process, please contact Payments staff at 832-393-6632 or lawrence.boyee@houstontx.gov.

## APPLICATION FEES

The COA application fee is based on your project type. Each application will require a separate fee.

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 | $ 292.56 |
| – Accessory Structures** | $ 129.11 |
| Restoration & Alteration (No Additions) | $ 132.23 |
| Demolition/Relocation | $ 323.92 |

** Includes required $29.18 administrative fee. The 2019 fee increase is effective Jan 1, 2019.*

***** 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.

- 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 lawrence.boyee@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

For any questions about the payment process, please contact Payments staff at 832-393-6632 or lawrence.boyee@houstontx.gov.

## REFUND POLICY

The Planning and Development Department does not refund application fees for incomplete, inactive, or withdrawn COA applications. Fees will be refunded only in cases of overpayment.

If you believe you are due a refund, please contact the planner reviewing your application for assistance. Refund requests must be made in writing and include a copy of the payment receipt, the property address, and reason for the overpayment. Approved refunds are issued 30 days after processing. The required administrative fee will not be refunded.

# 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. 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.

### 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 and Type:** Minimum 18" by 24" feet (typical yard sign) and may be larger than this. The sign may be plastic, wood, or other suitable material, but it must be white with black lettering. The lettering must be legible from the public right-of-way. Font size should be at least ¾ 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:**

*24" min*

NOTICE OF APPLICATION

CERTIFICATE OF APPROPRIATENESS

Project Type: _____

Application No: _____

For information, contact the
City of Houston
Planning and Development Department
at (832) 393-6556

*18" min*