

APPEAL SIGN REQUIREMENTS

Deadline & Duration:

Signs must be posted no less than ten days before the date of the meeting. Signs must be maintained and remain on the site until the close of the meeting at which the HPAB 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 HPAB meeting
- Contact information for the applicant
- Contact information for the Planning and Development Department

Example:

NOTICE OF CERTIFICATE OF APPROPRIATENESS APPLICATION
PROPOSED DEMOLITION (*RELOCATION, ALTERATION etc*) OF RESIDENCE
AT 123 PARK ST.
APPLICATION #140101

Historic Preservation Appeals Board 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