

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 3/4 inch in height.

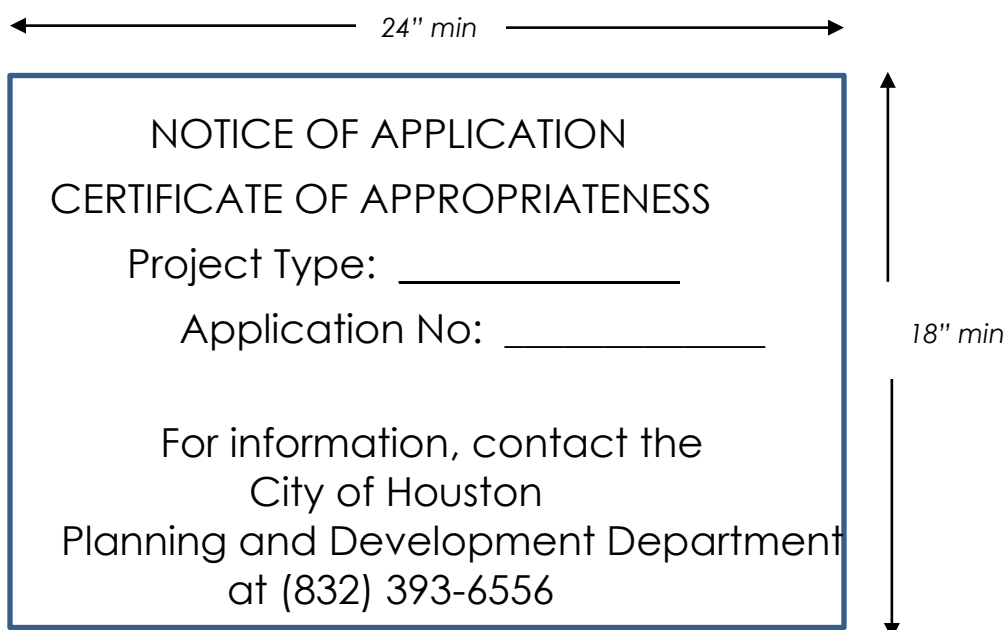
Information Required:

- 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 uploaded to Preservation Tracker along with other documents. **The sign must remain in place until approval of the final inspection.**

Where to get the sign: You may hand print the sign yourself if the lettering is legible from the street and contains the required information. The Planning Department also has preprinted signs that you can borrow.

EXAMPLE:



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DEMOLITION, RELOCATION, APPEAL

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 4 feet by 8 feet. The lettering must be legible from the public right-of-way. Signs must be white with black lettering.

Information Required:

- Type of project proposed (Demolition, Relocation, or Appeal)
- Application number (please contact Historic Preservation staff to be assigned a number)
- Contact information for the Planning & Development Department Historic Preservation Office
- Date, time and place of the HAHC meeting. The sign must be updated to reflect any changes to the date, time, or place if your application is deferred, continued, or otherwise postponed.
- Applicant name and contact information

Posting Due Date: The sign must be posted at least 10 days in advance of the HAHC meeting and a photo uploaded to Preservation Tracker along with other documents at which it will be considered. **The sign must remain in place and be updated as necessary until the HAHC or HPAB has taken final action on your application.**

EXAMPLE:

<p>NOTICE OF CERTIFICATE OF APPROPRIATENESS APPLICATION</p> <p>PROPOSED DEMOLITION (or RELOCATION, APPEAL) - Reference #xxxxxx</p> <p><i>The Houston Archaeological and Historical Commission or the Historic Preservation Appeals Board will consider the application on:</i></p> <p>MONTH DAY, YEAR at 2:00 p.m. See link for meeting details: https://www.houstontx.gov/planning/Commissions/HAHC.html</p> <p>For information regarding this application, please contact:</p> <p>Houston Planning and Development Department, Historic Preservation at (832) 393- 6556 or historicpreservation@houstontx.gov www.houstontx.gov/planning/HistoricPres/hist_pres.html -or- <i>Applicant Contact Name at Applicant's Telephone Number and/or Email</i></p>
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