

CERTIFICATE OF APPROPRIATENESS CHECKLIST



PLANNING &
DEVELOPMENT
DEPARTMENT

PROPERTY ADDRESS: _____

WRITTEN DESCRIPTION AND CHECKLIST

- property description, current conditions and any prior alterations or additions
- proposed work; plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new materials description; attach specification sheets if necessary

PHOTOGRAPHS label photos with description and location

- elevations of all sides
- detail photos of exterior elements subject to proposed work
- historical photos as evidence for restoration work

DRAWINGS* Orient all drawings with North arrow pointing towards top of document, if possible

- site plans – existing and proposed at the same scale
- floor plan(s) - existing and proposed at the same scale
- roof plan - existing and proposed at the same scale
- front, side, and rear elevations - existing and proposed at the same scale
- window and/or door schedule - existing and proposed

HOUSTON HEIGHTS APPLICANTS

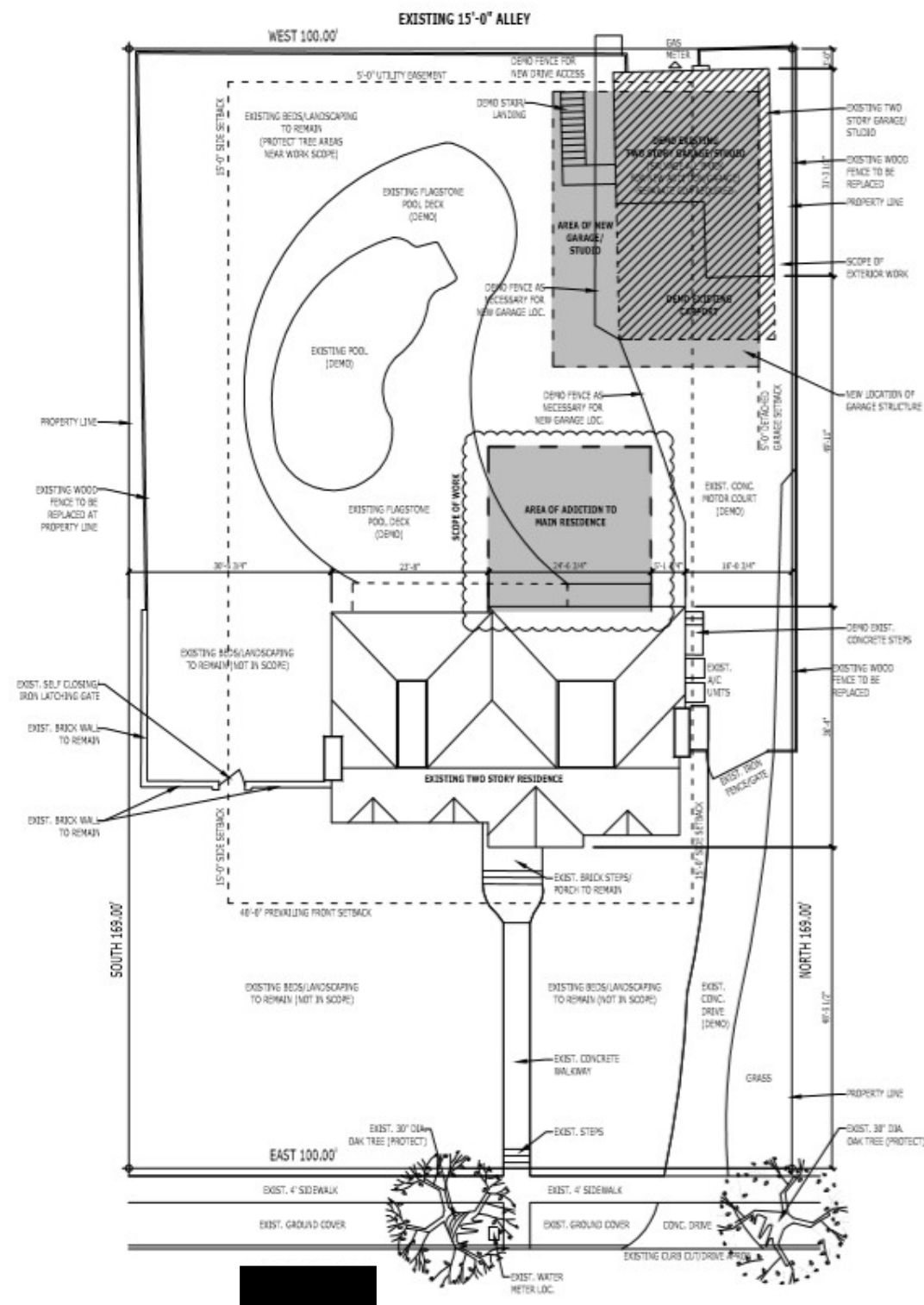
- Check box for completion of worksheets

Apply here:

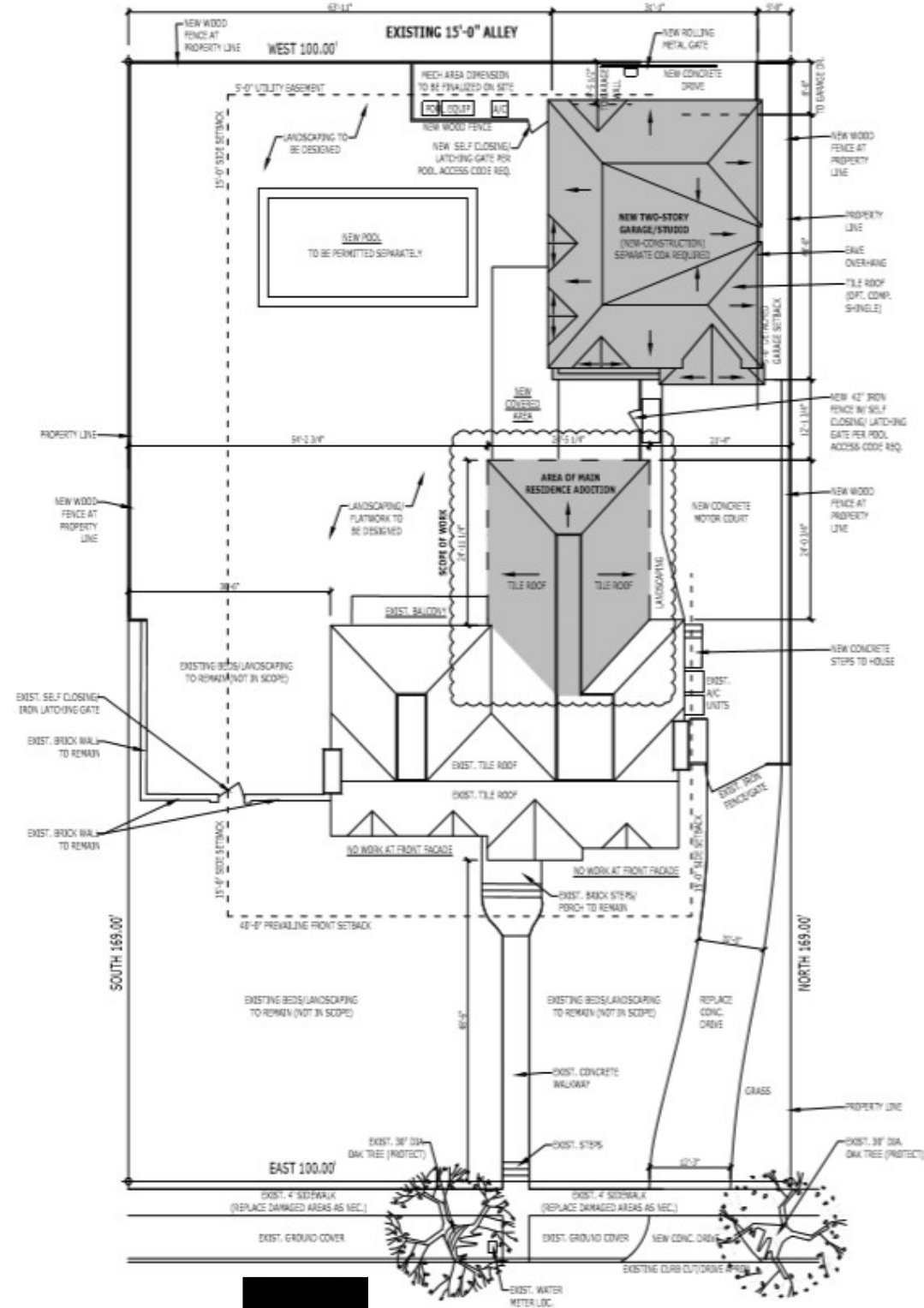
At Preservation Tracker: <https://cohweb.houstontx.gov/hpt/>

*see drawing example sheet for reference

Drawing Examples



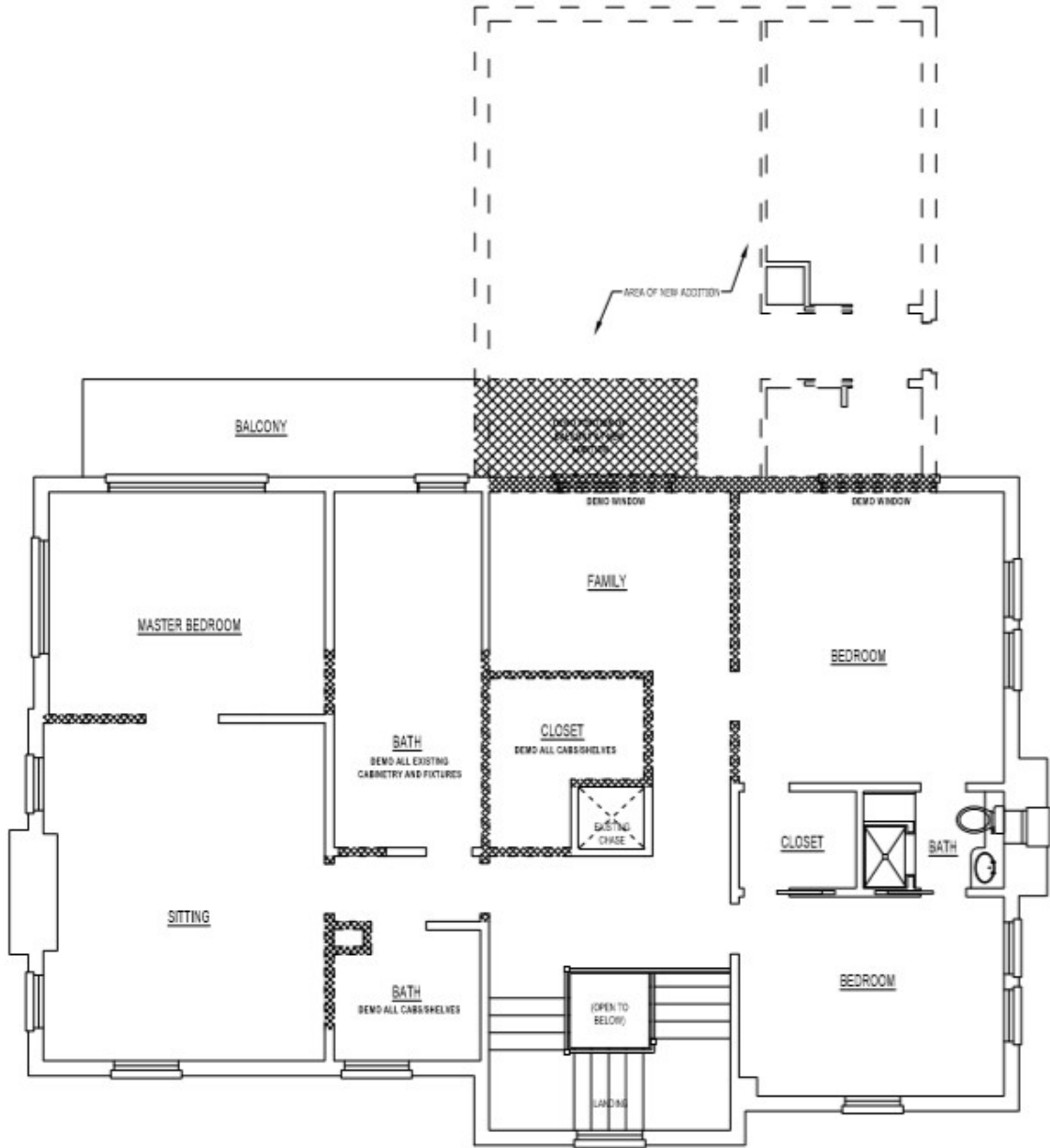
EXISTING SITE PLAN



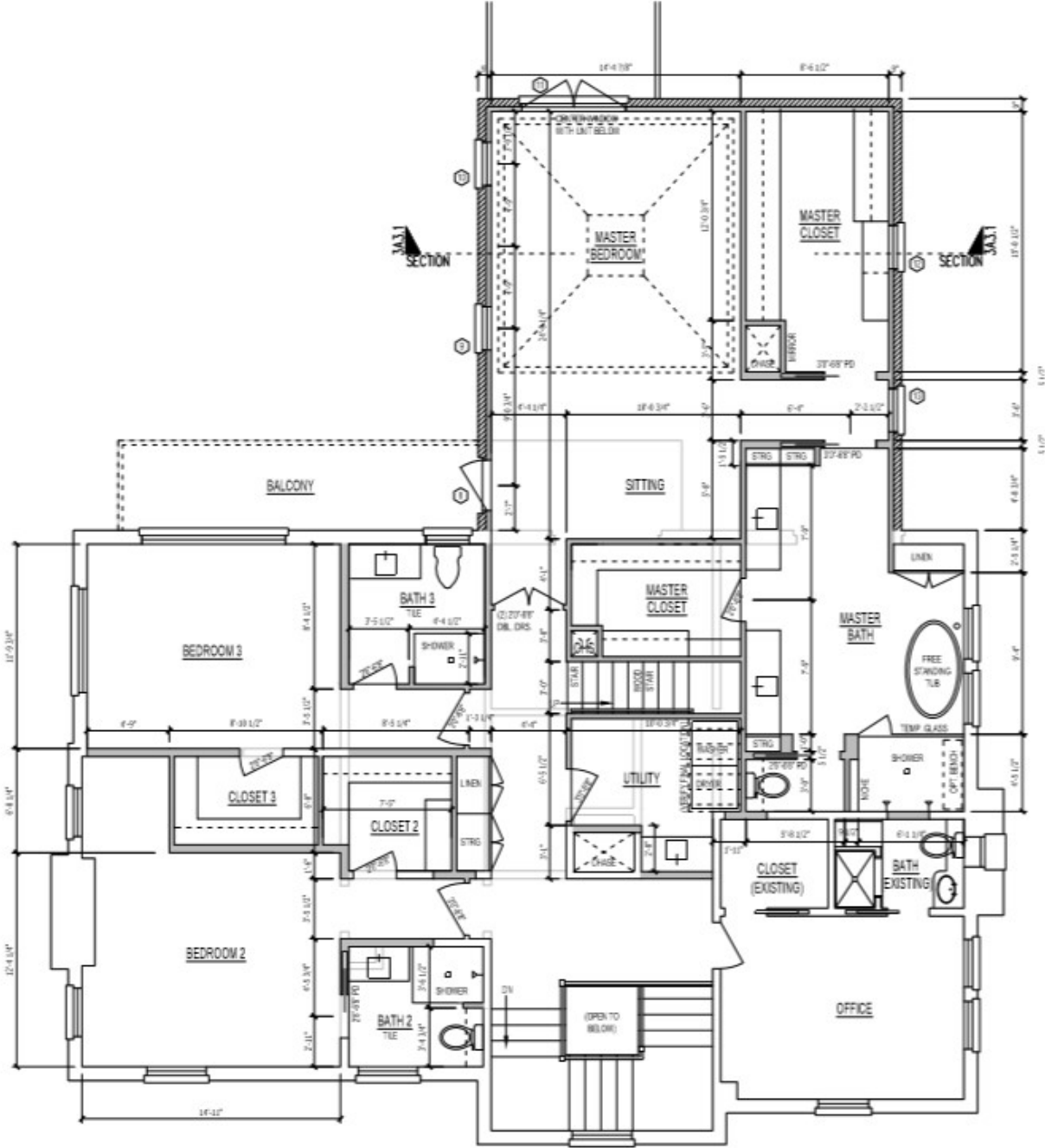
PROPOSED SITE PLAN



Drawing Examples



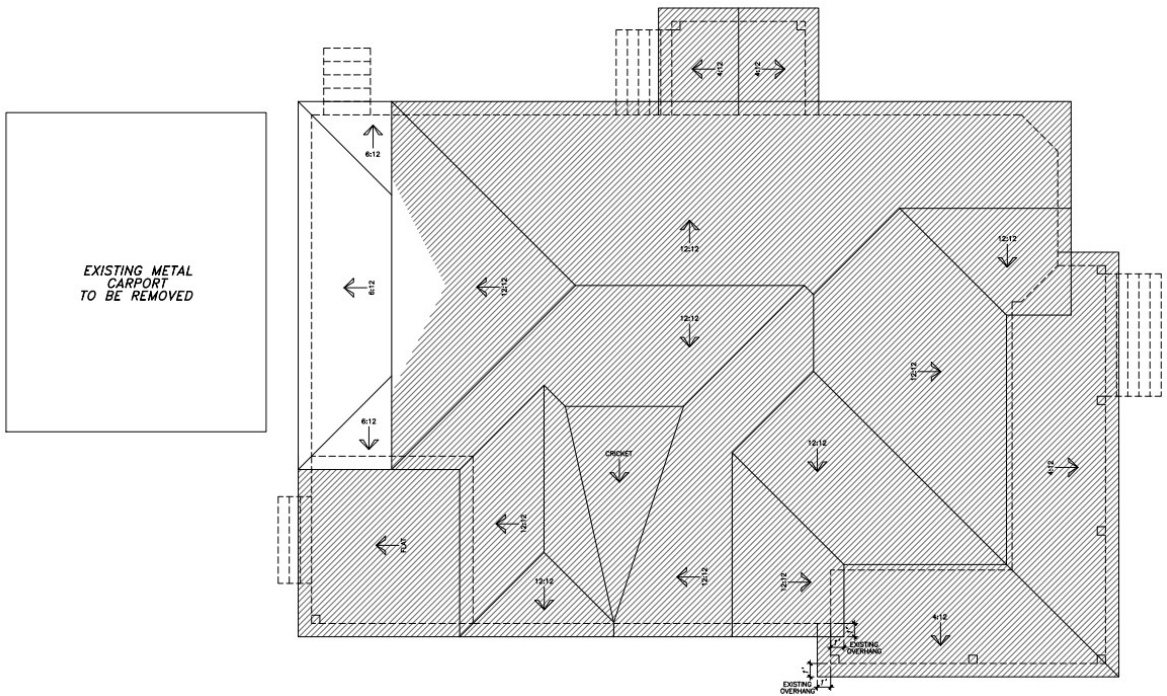
EXISTING SECOND FLOOR PLAN



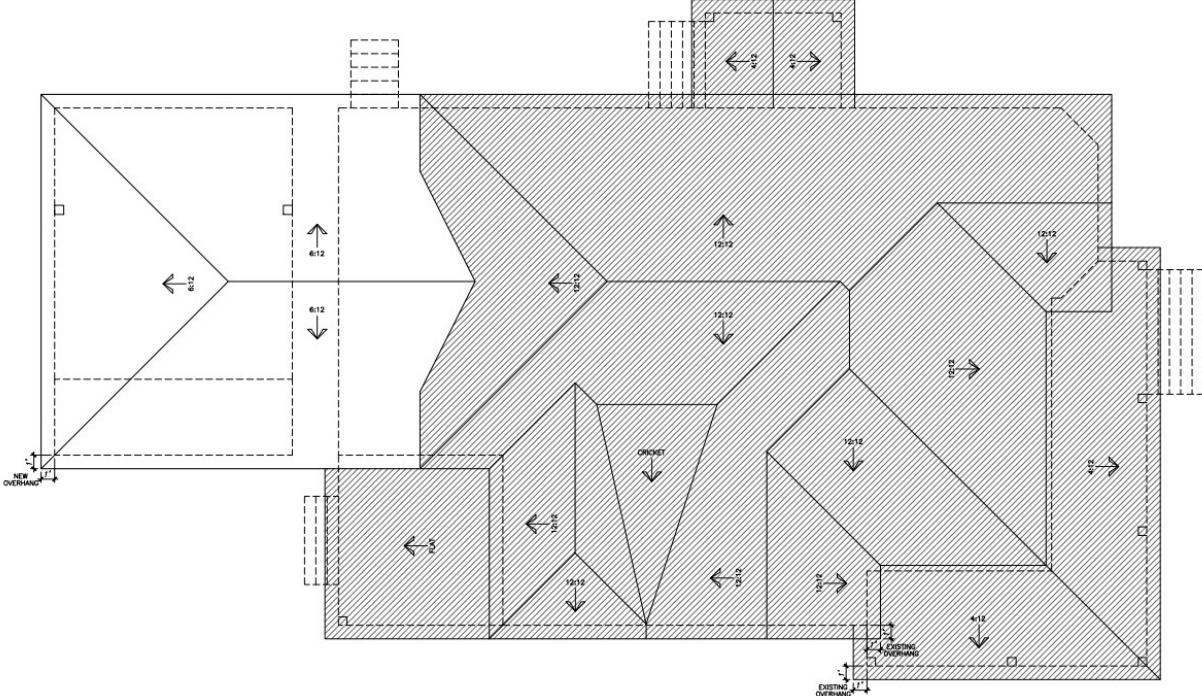
PROPOSED SECOND FLOOR PLAN



Drawing Examples



EXISTING ROOF PLAN



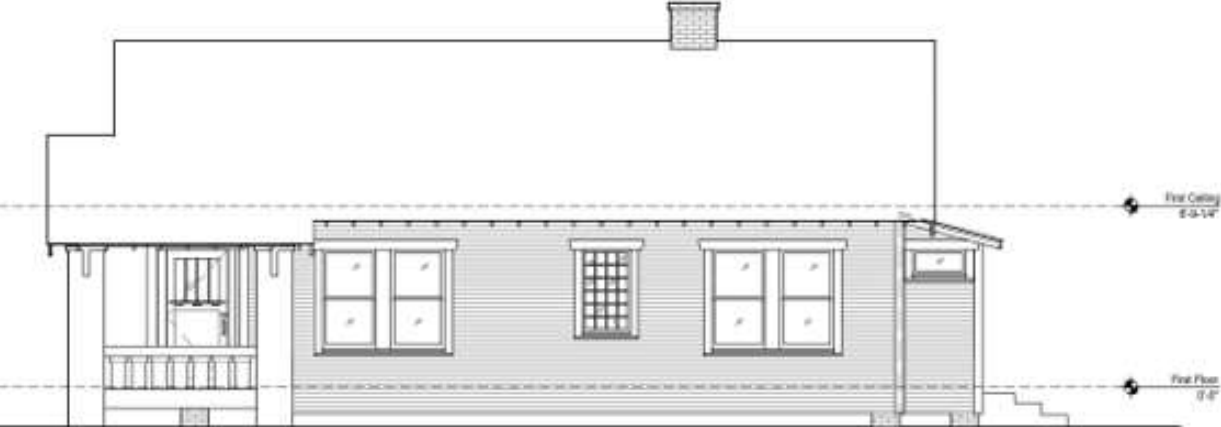
PROPOSED ROOF PLAN



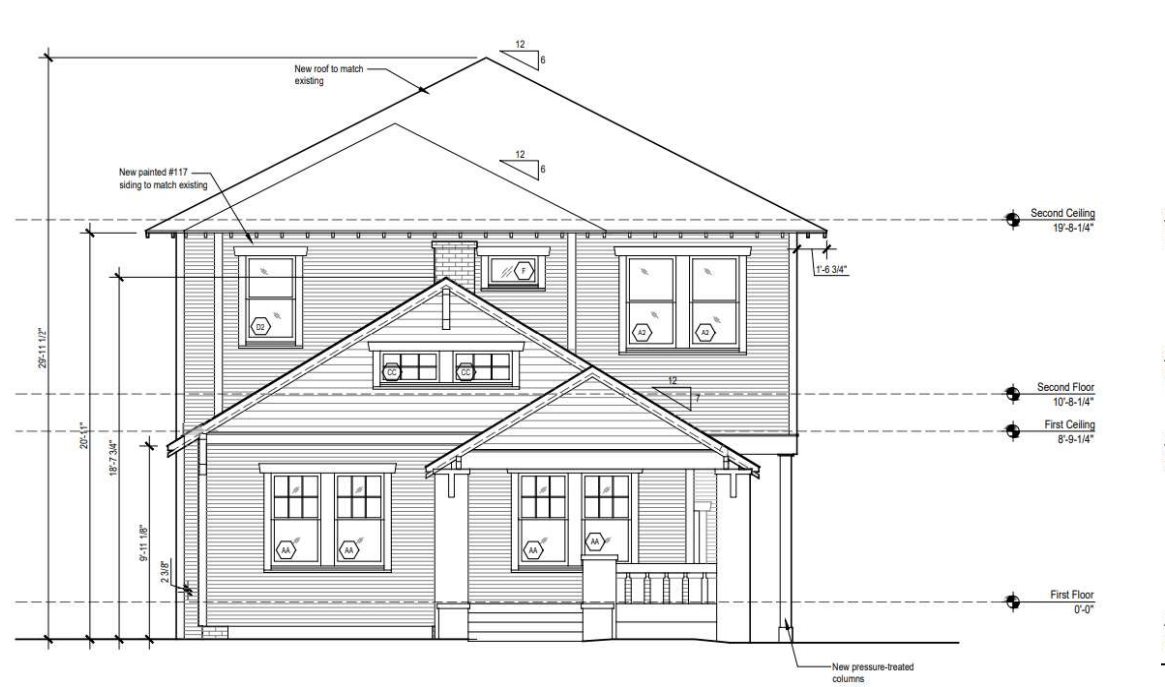
Drawing Examples



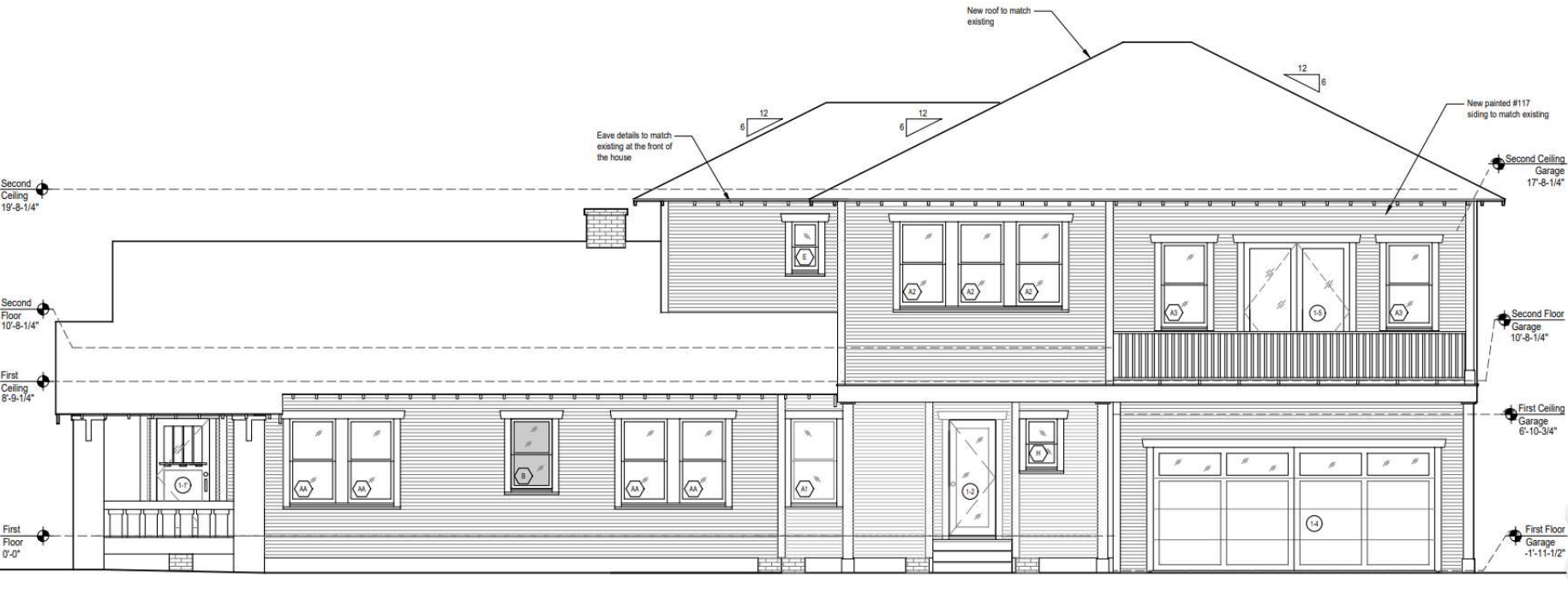
EXISTING SOUTH ELEVATION



EXISTING EAST ELEVATION



PROPOSED SOUTH ELEVATION

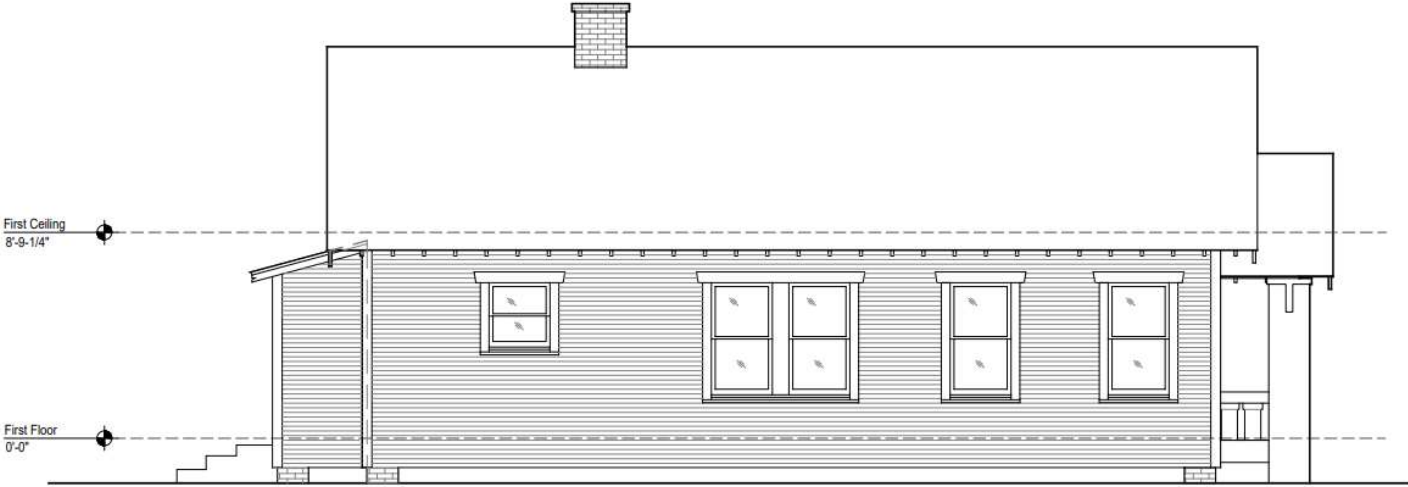


PROPOSED EAST ELEVATION

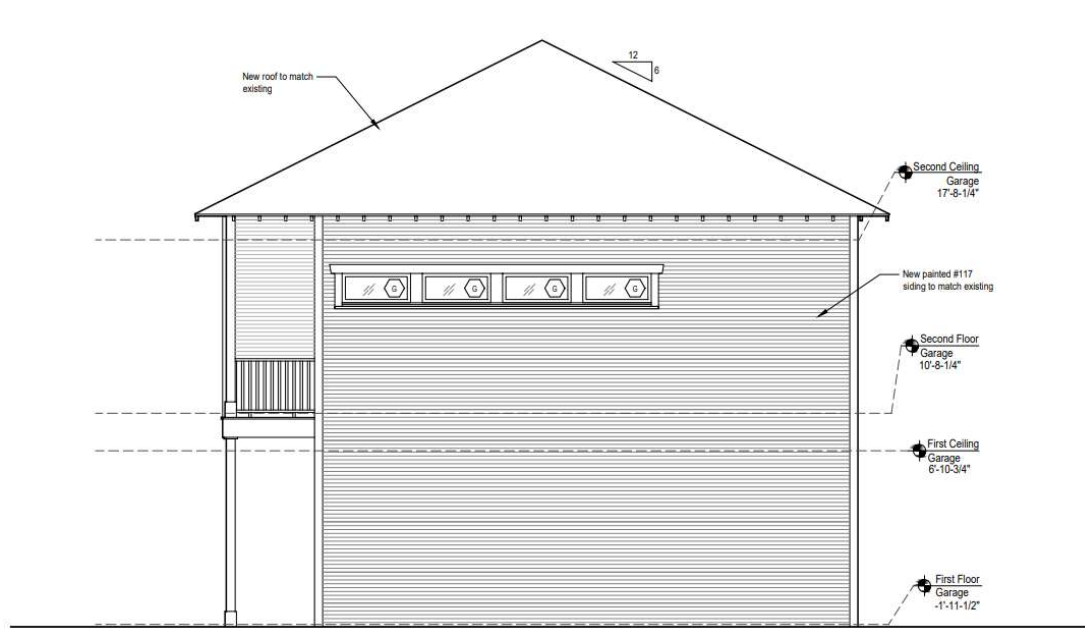
Drawing Examples



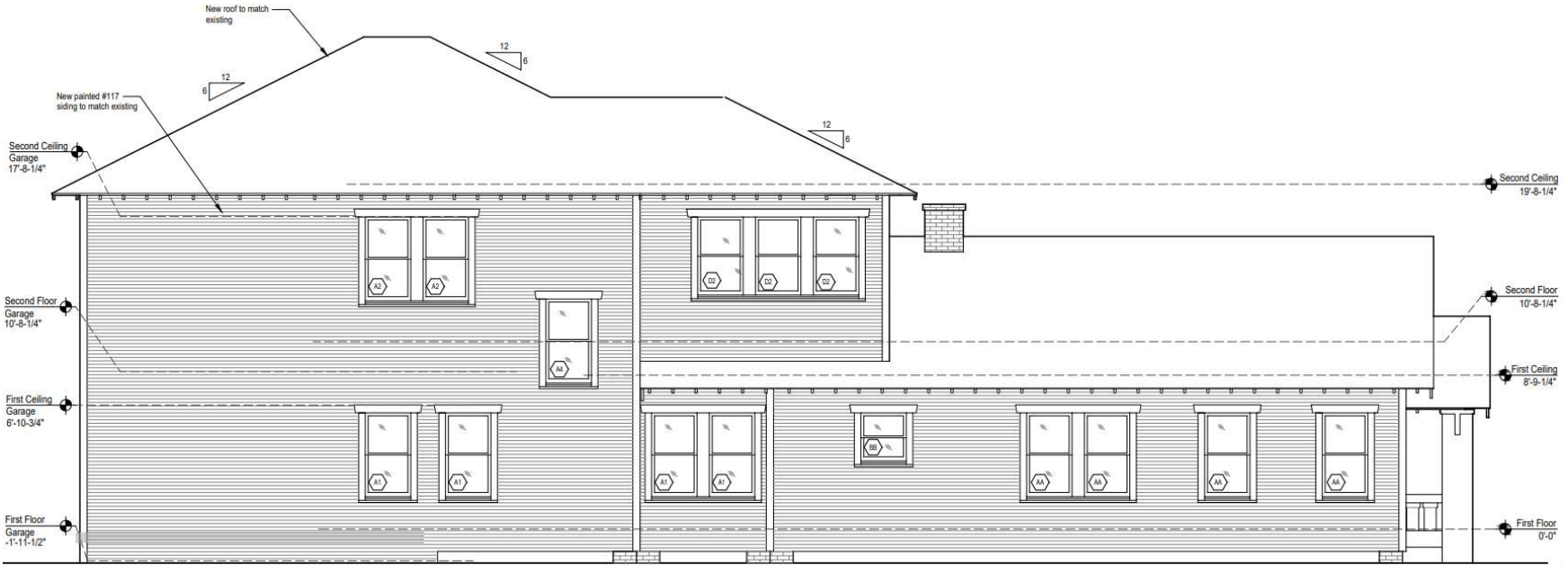
EXISTING NORTH ELEVATION



EXISTING WEST ELEVATION



PROPOSED NORTH ELEVATION



PROPOSED WEST ELEVATION