

**Certificate Of Appropriateness (COA)
Application Form
Houston Archaeological And Historic Commission
611 Walker Street, Houston, Tx (832) 393-6556**



**PLANNING &
DEVELOPMENT
DEPARTMENT**

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>. See HAHC schedule for meeting dates and application deadlines. Emailed or hard copy applications will not be accepted. See HAHC schedule for more information.

Property Information

Address: _____

Historic District: _____ HCAD #: _____

Designation Status (check all that apply): Contributing Non-contributing

Landmark Protected Landmark Archaeological Site

Property Owner/Agent Contact Details

Owner's Name: _____ Company: _____

Phone Number: _____ Email: _____

Mailing Address: _____

If applicable:

Agent's Name: _____ Company: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Acknowledgements

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.

Owner's (or agent's if applicable) Signature: _____ **Date:** _____

Alteration/Addition
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
- detailed 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 scaled together
- floor plan(s) - existing and proposed scaled together
- roof plan - existing and proposed scaled together
- front, side, and rear elevations - existing and proposed scaled together
- window and/or door schedule - existing and proposed

PROJECTS DETAILS WORKSHEETS

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

 Restoration/Alteration
(no addition)
WRITTEN DESCRIPTION AND CHECKLIST

- 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

New Construction

- DRAWINGS (Orient all drawings with North arrow pointing towards top of document, if possible)
- site plans – existing and proposed scaled together
 - floor plan(s) - existing and proposed scaled together
 - roof plan - existing and proposed scaled together
 - front, side, and rear elevations - existing and proposed scaled together
 - window and/or door schedule - existing and proposed

PROJECTS DETAILS WORKSHEETS

- New Construction Worksheet
- Design Guidelines calculations (if applicable)

WRITTEN DESCRIPTION AND CHECKLIST

- 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)

- site as seen from the street
- streetscape/context photos
- contributing structures on the blockface and opposing blockface

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

- site plans – existing and proposed scaled together
- floor plan(s) - existing and proposed scaled together
- roof plan - existing and proposed scaled together
- front, side, and rear elevations - existing and proposed scaled together
- window and/or door schedule - existing and proposed

PROJECTS DETAILS WORKSHEETS

- New Construction Worksheet
- Design Guidelines calculations (if applicable)

Relocation

RELOCATION TYPE

- move a contributing structure on its current property
- move a contributing structure out of the historic district
- move a contributing structure within the historic district

*Information requirements may vary from one property to another and depending on the scope and nature of work being proposed. The Office of Preservation may require additional information to fully assess an application.

- move a non-designated or noncontributing structure within or into a historic district
- move a landmark or protected landmark

WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions
- does the relocation meet the minimum setbacks of other contributing structures at new location
- document how the landmark, protected landmark, or contributing structure will be moved without significant damage to its physical integrity
- describe how relocating a LM, PLM will not diminish its architectural or historical value that is not in a historic district
- describe how the destination area will be compatible with the landmark's, protected landmark's, or contributing structure's historical and architectural character
- describe how relocation to another historic district or within its own historic district will not diminish the destination historic district's integrity
- describe compelling circumstances justifying relocation in order to protect it from demolition
- describe compelling circumstances justifying relocation in order to prevent an unreasonable economic hardship under Sec. 33-247(c)

PHOTOGRAPHS (label photos with description and location)

- site as seen from street, from front and corners, include neighboring properties
- proposed relocation site and neighboring conditions
- public notice sign(s) at the site upon installation with time stamp

DRAWINGS (include all setback dimensions and drawing scale)

- current site plan or survey
- proposed site plan or survey

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

Demolition



*Information requirements may vary from one property to another and depending on the scope and nature of work being proposed. The Office of Preservation may require additional information to fully assess an application.

DOCUMENTATION

- photographs or other documented evidence detailing the deteriorated state of the property and the inability to reasonably repair the property
- certified appraisal of the value of the property conducted by a certified real estate appraiser that takes into account that the property is a landmark, protected landmark or contributing structure in a historic district as well as the two most recent assessments of the value of the property, 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 lease of the property by the owner within the last year, and a statement by the owner of any bids and offers received and counteroffers given on the property
- evidence of any consideration by the owner of uses and adaptive reuses of the property
- itemized and detailed rehabilitation cost estimates for identified uses or reuses, including the basis of cost estimates
- financial statements showing revenue and expenses incurred for the property
- 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