



Certificate of Appropriateness Application

Review for City Historic Landmarks and properties within a Local Historic District (LHD)

Planning and Development Review Department Historic Preservation Office

Overview:

The Historic Landmark Commission reviews proposed exterior and site changes to City Historic Landmark properties in an effort to assist owners in retaining the historic character and defining architectural characteristics of important historic sites in Austin.

Review Requirements:

Non-routine exterior work items require a Certificate of Appropriateness from the City Historic Landmark Commission prior to initiating work. Non-routine work items include (but are not limited to): re-painting of exteriors with new color scheme; masonry re-pointing, cleaning or sealing; window and door changes; additions; outbuildings; façade alterations; fencing; major landscape work; awnings; changes in sidewalks and driveways; new mechanical or telecommunication equipment; and alterations to roofing shape, color or materials. Proposed signage is covered under a separate "Historic Sign Review" application.

City Historic Landmark Commission review is NOT required for routine repair and maintenance work on the exterior of a City Historic Landmark site. This includes re-painting using existing color scheme and other minor in-kind repairs (such as replacing rotted wood porch floor/roof slats, replacing missing/broken window panes, etc.).

Assistance:

The City Historic Preservation Office staff can provide assistance and guidance on the City Historic Landmark Commission's design process and requirements, and are available to meet with applicants. For major projects, a preliminary conceptual meeting with the City Historic Preservation staff is highly recommended, as well as an advance review of proposed submittal drawings. A copy of the Commission's historic review guidelines is available by request.

Submittal Process:

The completed application form and all submittal materials are due at least **14 business days prior** to a scheduled Historic Landmark Commission meeting date. Submit applications to the City Historic Preservation Office, One Texas Center, 505 Barton Springs Road, 5th Floor by no later than 12:00 P.M. on the due date. The City Historic Preservation Office will perform a "completeness check" of each application within three (3) business days of receipt. City staff will only forward complete applications, with all required submittal materials attached, to the City Historic Landmark Commission for review.

Historic Landmark Commission Meetings:

The Historic Landmark Commission reviews Certificate of Appropriateness applications at its monthly meetings (typically the fourth Monday of each month). The applicant needs to be present at the meeting to answer any questions that may arise and to provide supplemental information as needed. If the Commission does not have adequate information to make a decision, the request may be postponed. The Commission is required to make a decision on a Certificate of Appropriateness request within sixty (60) days after a complete application is received by the City Historic Preservation Office. Denied applications cannot be re-submitted to the Commission for one (1) year from the date of denial; however, Commission decisions can be appealed to City Council.

Within 10 (ten) days after the Commission makes a decision, the City Historic Preservation Office will mail the applicant a copy of the Historic Landmark Commission's approval/disapproval. The Historic Landmark Commission may approve or disapprove requests for Certificates of Appropriateness. The applicant will need to bring a copy of the "stamped" approved plans to the City Permit Center in order to obtain a City Building, Demolition or Relocation Permit.

Additional Information:

For additional information, contact the City Historic Preservation Office at (512) 974-3530.



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SUBMITTAL REQUIREMENTS

- ~~1. One set of dimensioned construction plans showing all proposed exterior and site changes (additions, alterations, demolitions, new construction, outbuildings, fences, hardscaped landscape work, driveway changes, etc.) proposed for the site of a designated City Historic Landmark, including:
 - ~~a. Dimensioned construction plans, with the scale indicated on each submitted plan sheet. Sheets to be unbound, no larger than 24" x 36" in size, and of a good, reproducible quality.~~
 - ~~b. Elevation sheets, specifying all building materials and finishes (i.e., composition roof, wood siding, wood sash windows, etc.), and all changes, additions and alterations from existing conditions. Additions must show scale of addition in relation to existing structure(s).~~
 - ~~c. Detailed drawings of construction details, with title and scale indicated on each drawing, to show significant repairs/changes to historic building fabric, any proposed reconstruction of missing elements, and new construction details (windows, doors, chimneys, railings, cornices, stair ways, etc).~~
 - ~~d. Specifications, delineating any proposed exterior cleaning methods, special coatings or finishes, re-pointing mortar specifications, repair methods, special provisions, etc.~~
 - ~~e. Scaled site plan, showing lot dimensions, existing and proposed building locations and dimensions, as well as locations and dimensions of all proposed changes in landscaping, site features, driveways, fences, parking, and ground or roof mounted equipment.~~~~
- ~~2. Paint/finish samples for any proposed changes, including information on color placement. Location of all paint colors on building(s) keyed to photos or elevation drawings.~~
- ~~3. Samples of all building materials, (i.e., roofing, siding, etc.) which are different from the original or existing materials must be submitted with application.~~
- ~~4. Photographs of structure and site (include overall views and close-ups of affected areas) are required. For relocations, photographs of both the proposed site and the building on current site are required. Polaroid photos and digital images can not be accepted.~~
- ~~5. Special requirements:
 - ~~a. For additions which add building height: Perspective drawings are recommended to show the maximum extent that proposed additions are visible from key public vantage points, such as diagonally across the street from the building, at pedestrian eye level.~~
 - ~~b. For projects which propose to return part or all of a building to an earlier historic appearance: include historic plans, elevations and/or photographs as available.~~
 - ~~c. For fence changes: Include dimensioned fence elevations and sections showing design, any variations, gates, materials, and height of fencing in relation to any buildings/structures.~~
 - ~~d. For roofing changes/additions: Roof plans showing existing and proposed roofs, including roof pitch, materials, chimney locations, intrusions, roof-mounted equipment, etc.~~~~



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Planning and Development Review Department
Historic Preservation Office

Address of Property: _____

Building Name or LHD: _____ Case No: _____

APPLICANT

Name: _____

Mailing Address: _____ Telephone: (____) _____

City: _____ Zip: _____ E-mail: _____

OWNER

Name: _____

Mailing Address: _____ Telephone: (____) _____

City: _____ Zip: _____ E-mail: _____

ARCHITECT (if applicable)

Name: _____

Mailing Address: _____ Telephone: (____) _____

City: _____ Zip: _____ E-mail: _____

CONTRACTOR (if applicable)

Name: _____

Mailing Address: _____ Telephone: (____) _____

City: _____ Zip: _____ E-mail: _____

Brief description of proposed work: _____

Owner's Signature (Required) _____ Applicant's Signature (Required)

Date _____ Date

For City Use Only:

Application review date: _____ Application Complete: Y/N (If no: Date applicant contacted: _____)

Reviewer: _____ Submittal requirements complete: Y/N (If no: Date applicant contacted: _____)

_____ Date Application Completed: _____



Application for Certificate of Appropriateness for a City Landmark or Local Historic District

The Historic Landmark Commission (HLC) reviews proposed exterior and site changes to City Historic Landmarks and properties in Local Historic Districts to assist owners in retaining the character-defining architectural features of important historic sites and districts. An approved Certificate of Appropriateness from the HLC is required in advance of performing all non-routine exterior and site work, including installation of signage. Your building permit will not be released without an approved Certificate of Appropriateness review by the City HPO or the HLC.

A Certificate of Appropriateness is required for all non-routine exterior work, including alterations to historic materials or the visual appearance of a site or building façade. These include additions to existing buildings, construction of new buildings, re-painting of Landmarks with new colors, changes in roof color or materials, major landscape work including pools, and changes in sidewalks and driveways. HLC review is usually not required for ordinary maintenance work such as re-painting with existing colors and performing routine repairs using like materials. Please check with the City HPO if you are uncertain whether a historic review is required.

Submit your building permit application for zoning review first, and provide a copy of the reviewed and stamped application and site plan to the City HPO prior to review by the HLC to ensure that your plans conform to all applicable zoning regulations. **If a modification is required from the Residential Design and Compatibility Commission or Board of Adjustments, that approval must be obtained prior to review by the HLC.** This form does not substitute for other required permit review applications.

The City HPO may approve certain minor projects without a review by the HLC. Minor projects include the construction of one-story rear additions of less than 600 square feet, two-story additions not visible from the street, and pools, decks, fences, back porch enclosures or other minor features

Submittal Requirements:

1. One set of dimensioned building plans, with the scale indicated on each sheet, including elevations, floor plan, site plan or layout, and a roof plan. Plans must indicate all proposed exterior and site changes (additions, alterations, new construction, or demolition). For changes and additions, the plan set must show existing and proposed conditions. Mechanical and electrical plans are not necessary.
 - a. Elevation sheets must specify all exterior building materials and finishes to be used, i.e., siding, roofing, windows, doors, fences, etc.
 - b. For review purposes electronic submittal of plans in PDF format is preferred. If hard copies are submitted original plans should be no larger than 11" x 17" and be of a good, reproducible quality. If you require a full-size set, these will be stamped for approval after review by the City HPO or HLC.
 - c. Material samples, specifications or manufacturer information may be requested by staff.
2. Color photographs of the structure and site. Include overall elevation views and close-ups of all affected areas being modified. Digital images submitted electronically are preferred

Submittal Process:

1. Apply for a city building, demolition, and/or relocation permit and obtain zoning compliance approval from City Zoning Review staff.
2. Complete the application for a Certificate of Appropriateness for a City Landmark or Local Historic District with all required information, plans, and photographs, and review fee, payable by check to the City of Austin.
3. Submit all application materials to the City HPO per the submittal deadline schedule available on the HPO web site or at the HPO office.

Preliminary Review by Certificate of Appropriateness Committee: The Certificate of Appropriateness Committee is made up of three members of the HLC. Applicants may have their projects reviewed by this Committee prior to submitting for final review by the HLC. The Committee provides informal review of projects, may suggest revisions to plans and specifications to meet standards, and makes recommendations to the full HLC regarding applications.

Historic Landmark Commission Meetings: The HLC generally meets on the fourth Monday of every month at 7:00 p.m., unless otherwise announced. Applicants or their agent must be in attendance at the meeting to present information to the Commission and to answer any questions the Commission may have regarding the project. Failure to attend a Commission meeting may result in a postponement or denial of your application.

Reviewed plans: Once reviewed by the HLC, the HPO staff will provide stamped copies of the reviewed plans to the applicant within 10 days after the meeting, unless further information is required by the Commission for release of the permit. No permit will be released until the required review by the City HPO or the HLC is complete, and no work may commence until the applicant obtains necessary permit(s).

Fees: All applications for review must be accompanied with the appropriate review fee per the City's permit fee schedule. If the application requires review by the Historic Landmark Commission an additional notification fee must be paid as well.



Application for Certificate of Appropriateness for a City Landmark or Local Historic District

GENERAL DESIGN GUIDELINES USED FOR REVIEW OF CERTIFICATES OF APPROPRIATENESS FOR CITY LANDMARKS

The following guidelines, based upon the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties, are used to review projects in the National Register Historic Districts:

- The distinguishing original qualities or character of a property and its environment shall not be destroyed. Removal or alteration of any historic material or distinctive architectural features should be avoided.
- All properties shall be recognized as products of their own time. Alterations which have no historical basis and which seek to create an earlier appearance shall be discouraged.
- Changes which have taken place in the course of time may have acquired significance in their own right, and shall be recognized and respected.
- Distinctive stylistic features or examples of skilled craftsmanship which characterize a property shall be treated with sensitivity.
- Deteriorated architectural features shall be repaired rather than replaced whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence.
- Surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- Contemporary design for alterations and additions to existing properties are appropriate when such alterations and additions do not destroy significant historic, architectural, or cultural material and are compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
- Whenever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would not be impaired.
- The installation of protective or code-required mechanical systems shall be concealed whenever possible so as not to intrude upon or detract from the property's aesthetic and historical qualities except where concealment would result in the alteration or destruction of historically significant materials or spaces.
- Reconstruction of a part or all of a property shall be undertaken only when such work is essential to reproduce a significant missing feature in a historic district, and documentation exists to ensure an accurate reproduction of the original.

DESIGN STANDARDS USED FOR REVIEW OF CERTIFICATES OF APPROPRIATENESS FOR PROPERTIES IN LOCAL HISTORIC DISTRICTS

Applications for Certificates of Appropriateness for properties in Local Historic Districts are reviewed based on the Preservation Plan and Design Standards adopted for each Local Historic District.



Application for Certificate of Appropriateness for a City Landmark or Local Historic District

Permit Information

For Office Use Only	BP- _____ PR- _____ C14H/LHD - _____
	Property Name or LHD: _____ Contributing/Non-contributing _____
	<input type="checkbox"/> RELEASE PERMIT <input type="checkbox"/> DO NOT RELEASE PERMIT <input type="checkbox"/> HLC REVIEW FEE PAID: \$ _____
	_____ HISTORIC PRESERVATION OFFICE _____ DATE: _____

Property Information

Address: _____

Scope of Work

Applicant

Name: _____

Address: _____

City/Zip: _____

Phone: _____

Email: _____

Owner

Name: _____

Address: _____

City/Zip: _____

Phone: _____

Email: _____

Architect or Contractor Information

Company: _____

Address: _____

City/Zip: _____

Phone: _____

 Owner's Signature _____ Date _____ Applicant's Signature _____ Date _____