



CERTIFICATE OF APPROPRIATENESS APPLICATION AND CHECKLIST

A Certificate of Appropriateness (COA) is required for all proposed in-kind replacement, new construction, relocation, addition, demolition, or other exterior alterations to a local, state, and national landmark, as well as any property within a local historic district. A COA is required before work may begin in all cases whether the project requires a building permit. If a building permit is required, it will **not** be issued prior to approval of a COA. This is authorized by **Denton Development Code Section 2.9.2.**

All applications for a COA shall be filed with the City of Denton's Planning Department, care of the Historic Preservation Officer. Preliminary review of a COA application will be processed by the Planning Department within 5 to 10 business days. A submittal of a complete application and checklist will facilitate a timely review. Additional information may be required by the Planning Department while the proposal is under review. COA Applications submitted within two weeks of a scheduled Historic Landmark Commission (HLC) meeting will be placed on the following HLC meeting agenda, to allow Staff time to review.

According to DDC Section 2.9.2B., certain applications may be administratively approved by the Historic Preservation Officer. Applications which must be considered by the HLC for approval will be placed on the next available HLC meeting agenda. The HLC typically meets on the second Monday of every month in the Development Services Center at 401 N Elm Street, Denton, Texas 76201.

The checklist is intended to assist in the preparation of a COA for review and describes generally what is needed to facilitate the review of a proposed Certificate of Appropriateness. The quality of the presentation of a COA request to the HLC is limited by the information provided with an application.

*****FAILURE OF THE APPLICANT TO PROVIDE REQUIRED INFORMATION WILL RESULT IN THE APPLICATION NOT BEING PROCESSED.***



HISTORIC PROPERTY INFORMATION:

Parcel(s) or Tax ID# (Required): _____

Historic Property Address: _____ Total Acres _____

Proposed Work:

☐ Exterior Alteration

☐ In-Kind Replacement

☐ Relocation

☐ Demolition (in part or whole)

☐ Addition

☐ New Construction

☐ Other, Please Describe (*fence, lighting, solar panels, signs*): _____

APPLICANT/ PRIMARY CONTACT INFORMATION:

Name: _____ Company Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Cell Number: _____

Email Address: _____

PROPERTY OWNER INFORMATION: ☐ **check if same as above**

Name: _____ Company Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Cell Number: _____

Email Address: _____

Email Address: _____



Development Services – Planning Division

401 N. Elm St., Denton, TX 76201 (940) 349-8600

OWNERS AGENT/ REPRESENTATIVE INFORMATION: ☐ **check if not applicable**

Name: _____ Company Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Cell Number: _____

Email Address: _____

By signing this application, I certify that the above information is correct and complete to the best of my knowledge and grant staff access to the indicated property to perform work related to this request. I agree to provide any additional information necessary for this application as requested by the Development Services Department or Historic Landmark Commission.

SIGNATURE: _____

Print or Type Name: _____

Known to me to be the person whose name is subscribed to the above and foregoing instrument and acknowledged to me that they executed the same for the purposes and consideration expressed and, in the capacity, therein stated. Given under my hand and seal of office on this ____ day of _____ 20____.

(SEAL)

Notary Public Signature

1 REQUIRED FOR ALL PROJECTS:

- ☐ 1.1 [Denton Development Application](#)
- ☐ 1.2 **Project Narrative:** Written proposal outlining the project. Describe the purpose of the Certificate of Appropriateness request and include specific information regarding the proposed alteration, materials, colors and any constraints or other relevant details related to the proposal.
- ☐ 1.3 Provide a copy of the City of Denton's [Owner Authorization Form](#)
- ☐ 1.4 **Photographs:** Images of the current conditions of all areas which would be affected by the proposal.
- ☐ 1.5 Provide a copy of the Certificate of Appropriateness
- ☐ 1.6 **Associated Fee(s):** as listed on the [Development Review Fee Schedule](#).

Please refer to the checklists below to fulfill the additional requirements relevant to your proposed project request:

2 ADDITIONAL ITEMS REQUIRED FOR IN-KIND REPLACEMENT REQUESTS

- ☐ 2.1 **Material Samples:** A sample of the material to be used, including manufacturer specification sheets.

3 ADDITIONAL ITEMS REQUIRED FOR EXTERIOR ALTERATION AND ADDITION REQUESTS

- ☐ 3.1 **Material Samples:** A physical sample and/or photographs of the material to be used, including manufacturer specification sheets.
- ☐ 3.2 **Site Plan:** Copy of a site plan with relevant details including, but not limited to, the location of the proposed alteration, street names, sidewalk location and dimensions, building and lot dimensions, landscaping details, fire lane and driveway or parking dimensions and locations, as well as any unique topographical or natural features on the site. Every site plan must include a location map, a North arrow, and generally provide enough detail to clearly identify the site location and orientation. Site plans must be prepared at a scale that provides clearly legible details and dimensions.
- ☐ 3.3 **Elevation Drawings:** Illustrations of the façade and orientation of the front, rear, and side of all existing and proposed structures.
- ☐ 3.4 **Architectural Drawings:** Illustrations of the construction technique, floor plan, cross sections, or other relevant details of how a proposed alteration or addition will connect with the existing structure.

4 ADDITIONAL ITEMS REQUIRED FOR NEW CONSTRUCTION AND RELOCATION REQUESTS

- ☐ 4.1 I understand that all new construction, and some renovations, will require a building permit, which will not be issued prior to approval of a Certificate of Appropriateness.
- ☐ 4.2 **Material Samples:** A physical sample and/or photographs of the material to be used, including manufacturer specification sheets.
- ☐ 4.3 **Site Plan:** Copy of a site plan with relevant details including, but not limited to, the location of the proposed alteration, street names, sidewalk location and dimensions, building and lot dimensions, landscaping details, fire lane and driveway or parking dimensions and locations, as well as any unique topographical or natural features on the site. Every site plan must include a location map, a North arrow, and generally provide enough detail to clearly identify the site location and orientation. Site plans must be prepared at a scale that provides clearly legible details and dimensions.
- ☐ 4.4 **Elevation Drawings:** Illustrations of the façade and orientation of the front, rear, and side of all existing and proposed structures.
- ☐ 4.5 **Architectural Drawings:** Illustrations of the construction technique, floor plan, cross sections, or other relevant details of how a proposed alteration or addition will connect with the existing structure.



- ☐ 4.6 Survey: Professional illustration of the exact boundaries, position and extent of a parcel or a tract of land.

5 ADDITIONAL ITEMS REQUIRED FOR DEMOLITION REQUESTS

- ☐ 5.1 I understand that a demolition permit will be required prior to beginning demolition, which will not be issued prior to approval of a Certificate of Appropriateness.
- ☐ 5.2 Structural Report: Documentation outlining the structural condition, reasoning, and methods of demolition.

6 ADDITIONAL SUBMITTAL IF APPLICABLE

- ☐ 6.1 Those COAs that are not administratively reviewed by the Historic Preservation Officer (HPO), require a Notice of Public Meeting sign. The Historic Landmark Commission Notice of Public Meeting Requirements document is available beginning on **Page 7** of this document.
- ☐ a. The HPO will inform you upon preliminary review of the COA application if your proposed project requires HLC review.

I have read the submission requirements for the Certificate of Appropriateness and the associated checklists, application, and supporting documents, and verified that this submission has been prepared according to these instructions, and these packages have been reviewed for completeness and accuracy. I understand that failure to submit the information as noted above will result in the rejection of this Certificate of Appropriateness submission.

By signing below, I indicate that I have reviewed this checklist and all included materials for completeness and accuracy.

Signature

Date

Print Name



HISTORIC LANDMARKS COMMISSION

NOTICE OF PUBLIC MEETING REQUIREMENTS

To ensure that the public is aware of Certificate of Appropriateness (COA) applications subject to review before the Historic Landmarks Commission (HLC), the City of Denton highly recommends that applicants post a notice of public meeting sign on the property subject to review. COAs for demolition **are required** to post a notice of public meeting sign. This is authorized by **Denton Development Code Section 2.9.2**. If the notice is not posted 72 hours prior to the HLC meeting, the COA will be placed on the agenda for the next HLC meeting.

POSTING THE SIGN IS THE RESPONSIBILITY OF THE APPLICANT.

TIMING OF POSTING

- The sign must be posted 72 hours prior to each commission meeting.
- Signage shall be removed from the site no more than two days following the date of the meeting. Yard signs shall be returned to the City within that same timeframe. However, for ease, Staff recommends bringing yard sign to meeting.
- In the event that the sign is knocked over or made illegible, it is the responsibility of the applicant to promptly reset the sign or notify the City of the damage, so that a new sign can be created and picked up by the applicant.
- If the sign is removed from the property, it is the responsibility of the applicant to notify the City, so that a replacement sign can be created and picked up by the applicant.

LOCATION OF SIGN

- The sign must be visible from the public right-of-way, located within five feet from the property line. The sign shall not obstruct vehicular sight distance.
- In cases of alterations or additions to an existing building, the sign may be placed in a building window, provided that such window is located no less than five feet from the property line.

CERTIFICATION

Once the sign is posted, the applicant shall submit via email a completed certification of posting to the Historic Preservation Officer, Cameron Robertson at Cameron.Robertson@cityofdenton.com.

See next page for attachment requirements...



ATTACHMENT

EXAMPLE: Notice of Public Meeting Sign Certification

I, **(Applicant)** hereby certify that a notice of public meeting sign was posted on **(Date)** prior to the Historic Landmarks Commission held on **(Date)** for the proposed project **(Application ID)** located at **(Address)**.

Photo documentation of sign placement:

(Note that it is the applicant's responsibility to remove the notice of public meeting sign within two days following the date of the meeting, and either discard of or return to the City of Denton)

Signed,

(Applicant's Signature)

(Date)