



## Certificate of Appropriateness 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 property within a Historic District which would be visible from the public Right of Way. A COA is required before work may begin in all cases whether or not the project requires a building permit. If a building permit is required, it will **not** be issued prior to approval of a COA.

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.

Certain applications may be administratively approved by the Historic Preservation Officer. Applications which must be considered by the Historic Landmark Commission (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 City Council Work Session Room at City Hall, 215 E. McKinney Street, Denton, Texas 76201.

This 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 application not being processed.

### Items to be submitted with all Applications:

- Certificate of Appropriateness Application**
- 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.
- Owner Authorization:** Proof of ownership or authorization to act on behalf of the property owner.
- Photographs:** Images of the current conditions of all areas which would be affected by the proposal.
- Certificate of Appropriateness Checklist:** I have reviewed the checklist and all submittals for completeness and accuracy.
- 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.

### Additional items to be submitted with a In-Kind Replacement request:

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

### Additional items to be submitted with a Demolition request:

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



## Certificate of Appropriateness Checklist

**Additional items to be submitted with a Exterior Alteration or Addition request:**

- Material Samples:** A sample of the materials to be used, including any manufacturer specification sheets.
- 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, and printed on a paper size, that provides clearly legible details and dimensions.
- Elevation Drawings:** Illustrations of the façade and orientation of the front, rear and side of all existing and proposed structures.
- 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.

**Additional items to be submitted with a New Construction or Relocation request:**

- Material Samples:** A sample of the materials to be used, including any manufacturer specification sheets.
- 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, and printed on a paper size, that provides clearly legible details and dimensions.
- Survey:** Professional illustration of the exact boundaries, position and extent of a parcel or tract of land.
- Elevation Drawings:** Illustrations of the façade and orientation of the front, rear and side of all existing and proposed structures.
- 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.
- 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.

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

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name