

HISTORIC REVIEW
Certificates of Appropriateness (COA)
(July 2002)

CITY OF AUSTIN

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CERTIFICATE OF APPROPRIATENESS REVIEW PROCESS
FOR EXTERIOR CHANGES TO DESIGNATED CITY HISTORIC LANDMARKS

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 two weeks (14 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, 4th 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.

**CITY OF AUSTIN
SUBMITTAL REQUIREMENTS
FOR CERTIFICATES OF APPROPRIATENESS APPLICATIONS**

- ____ 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, stairways, 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.

CITY OF AUSTIN CERTIFICATE OF APPROPRIATENESS APPLICATION

City Historic Landmark Commission review and approval is required prior to initiating any non-routine exterior work on the site of a designated City Historic Landmark. A complete application form, including all submittal materials, is required for City staff to forward your application to the Historic Landmark Commission.

Name of historic property: _____

Address of historic property: _____

Brief description of proposed work: _____

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APPLICANT

Name: _____

Mailing Address: _____ Telephone: (____) _____

City: _____ Zip: _____ Fax: (____) _____

OWNER

Name: _____

Mailing Address: _____ Telephone: (____) _____

City: _____ Zip: _____ Fax: (____) _____

ARCHITECT (if applicable)

Name: _____

Mailing Address: _____ Telephone: (____) _____

City: _____ Zip: _____ Fax: (____) _____

CONTRACTOR (if applicable)

Name: _____

Mailing Address: _____ Telephone: (____) _____

City: _____ Zip: _____ Fax: (____) _____

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: _____