

CERTIFICATE OF APPROPRIATENESS (COA)

FROM THE HISTORIC PRESERVATION ADVISORY BOARD (HPAB)



PLANNING & ZONING DEPARTMENT

CITY OF ROCKWALL, TEXAS

1.1 HISTORIC PROPERTY INFORMATION [PLEASE PRINT]

ADDRESS

SUBDIVISION LOT BLOCK

HISTORIC DISTRICT [CHECK ONE IF APPLICABLE] PLANNED DEVELOPMENT 50 (PD-50) OLD TOWN ROCKWALL HISTORIC DISTRICT

CONTRIBUTING STATUS [CHECK ONE] LANDMARKED HIGH MEDIUM LOW NON-CONTRIBUTING

THE CURRENT USE OF THE PROPERTY IS RESIDENTIAL COMMERCIAL

2.1 PROPERTY OWNER INFORMATION [PLEASE PRINT]

IS THE OWNER THE PRIMARY CONTACT? YES NO

CHECK THIS BOX IF OWNER & APPLICANT ARE THE SAME (IF THIS BOX IS CHECKED IT IS NOT NECESSARY TO FILL OUT SECTION 2.2)

OWNER(S) NAME

ADDRESS

PHONE

E-MAIL ADDRESS

2.2 APPLICANT INFORMATION [PLEASE PRINT]

APPLICANT IS: OWNER TENANT CONTRACTOR CONSULTANT

OTHER, SPECIFY:

APPLICANT(S) NAME

ADDRESS

PHONE

E-MAIL ADDRESS

3.1 SCOPE OF WORK [PLEASE PRINT]

PROJECT CATEGORY [CHECK ONE] EXTERIOR ALTERATION NEW CONSTRUCTION ADDITION DEMOLITION

RELOCATIONS OTHER, SPECIFY:

ESTIMATED COST OF CONSTRUCTION/DEMOLITION OF THE PROJECT

PROJECT DESCRIPTION. IN THE SPACE PROVIDED BELOW DESCRIBE IN DETAIL THE WORK THAT WILL BE PERFORMED ON SITE.

4.1 SUBMITTAL CRITERIA CHECK LIST [CHECK ALL THAT ARE APPLICABLE]

- LETTER:** A LETTER FROM THE OWNER/APPLICANT EXPLAINING THE REASON FOR THE REQUEST.
- SITE PLAN, SURVEY OR PLOT PLAN:** SHOWING THE LAYOUT AND PROPOSED CHANGES OF THE PROPERTY.
- PHOTOGRAPHS:** DIGITAL OR ANALOG PHOTOS WILL BE ACCEPTED BY STAFF.
- BUILDING ELEVATIONS:** SHOWING ALL THE PROPOSED CHANGES TO EXISTING BUILDINGS ON SITE.
- MATERIAL LIST:** WHICH SHOWS ALL PROPOSED MATERIAL (SAMPLE BOARDS ARE ENCOURAGED).
- OTHER, SPECIFY:**

Staff Use Only

Received By:

Date Received:

Case Number:

Meeting Date:

5.1 OWNER & APPLICANT AFFIDAVIT

I ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. FURTHERMORE, I UNDERSTAND THAT IT IS NECESSARY FOR ME OR A REPRESENTATIVE TO BE PRESENT AT A PUBLIC HEARING FOR THIS CASE TO BE APPROVED [ORIGINAL SIGNATURES ARE REQUIRED].

OWNER'S SIGNATURE APPLICANT'S SIGNATURE

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PLANNING & ZONING DEPARTMENT
CITY OF ROCKWALL, TEXAS

HISTORIC PRESERVATION ADVISORY BOARD (HPAB)

The Historic Preservation Advisory Board (HPAB) is a seven (7) member board generally consisting of one (1) design professional (e.g. architect, planner, etc.), one (1) member of the Rockwall County Historical Foundation, one (1) general contractor, one (1) property owner with property in the Historic Overlay (HO) District, and three (3) citizens interested in historic preservation that is purposed with providing professional recommendations to the City Council and Planning & Zoning Commission with regards to site plans, building alternatives, and building plans proposed within the Historic Overlay (HO) District, or where applicable. Additionally, the board is responsible for documenting historical properties and developing guidelines for the maintenance and redevelopment of these properties by reviewing and taking action on all Certificates of Appropriateness (COA).

For more information concerning the Historic Preservation Advisory Board (HPAB) or to find out how you can sign up to join this board please visit www.rockwall.com/HistoricPreservation.asp or contact a staff member at (972) 771-7745.

CERTIFICATE OF APPROPRIATENESS (COA)

A Certificate of Appropriateness (COA) is a document awarded by the HPAB certifying that the proposed actions of a property owner meet the intent of the ordinances and guidelines stipulated by the Unified Development Code (UDC) and approved by the City Council for historic properties. Individuals owning property that is partially or wholly located within a historic district may be required to obtain a COA if the property (1) has been designated as a contributing property or (2) is within 200 feet of a contributing property.

WHAT ARE SOME EXAMPLES OF SITUATIONS THAT REQUIRE A COA?

A COA is required for exterior alterations, restorations reconstruction, new construction, moving or demolition. The following are examples of situations where COAs are required prior to the commencement of work:

- 1) Construction of a new building.
- 2) Demolition or removal of an existing building.
- 3) Alterations to the façade, including additions and removals that will be visible from a public street.
- 4) New improvements to a property that could substantially obstruct the view of the main or front elevation as seen from a public street.
- 5) Painting of a masonry surface not previously painted (other exterior painting is permitted by right as long as it conforms to the design guidelines listed in Appendix D, Historic Preservation Guidelines, of the Unified Development Code).

HOW DO I APPLY FOR A COA?

To apply for a COA completely fill out the attached application form and submit it along with all additional information (outlined in Section 4.1 of the application form) to the Planning & Zoning Department, which is located on the first (1st) floor of City Hall (385 S. Goliad Street, Rockwall, TX 75087) prior to the application deadline dates listed below. **There is NO FEE, monetary or otherwise, associated with submitting a COA application.**

WHAT IS THE TIME FRAME FOR ACTION ON A COA?

The Board shall take action on a COA request within 60 days from receipt of a completed application and supporting documentation. Should the board not take action within a 60 day period the COA shall be automatically referred to City Council for action.

WHAT HAPPENS AFTER THE BOARD TAKES ACTION ON A COA?

Upon approval of a COA request, an applicant will need to contact the Building Inspections Department at (972) 771-7709 to apply for a building permit. If no building permit is necessary the applicant may commence work immediately. If the COA is denied the applicant may appeal the decision to the City Council by filing a written notice with city staff within ten (10) days of the board's decision. Upon review of the applicant's appeal the City Council can choose to approve or deny the request, which will constitute the final administrative action. If the City Council chooses to deny the applicant's appeal, no further applications for similar subject matter may be submitted to the HPAB for one (1) year from the final date of the decision unless 1) the request is denied without prejudice, or 2) the HPAB (or City Council) waives the time limitation due to extenuating circumstances.

MEETING CALENDAR FOR 2013

The Historic Preservation Advisory Board (HPAB) generally meets the third (3rd) Thursday of each month in the Council Chambers on the second (2nd) floor of City Hall (385 S. Goliad Street, Rockwall, TX 75087) at 6:00 pm. Below are the application deadline and meeting dates for 2013.

Application Deadline Date	HPAB Meeting Date	Application Deadline Date	HPAB Meeting Date
January 4, 2013	January 17, 2013	July 5, 2013	July 18, 2013
February 1, 2013	February 21, 2013	August 2, 2013	August 15, 2013
March 1, 2013	March 21, 2013	September 6, 2013	September 19, 2013
April 5, 2013	April 18, 2013	October 4, 2013	October 17, 2013
May 3, 2013	May 16, 2013	November 1, 2013	November 21, 2013
June 7, 2013	June 20, 2013	December 6, 2013	December 19, 2013
		January 3, 2014	January 16, 2014