



Date Received

HISTORIC PRESERVATION COUNCIL CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

Required Items: Site plan, legal description, building elevations, final building plans and specifications, samples of paint colors, roofing materials, color photographs of structures and sites where construction will take place. **NO CASE WILL BE SCHEDULED FOR A HEARING UNTIL ALL REQUIRED MATERIALS ARE RECEIVED.** (See check lists on pages 3-6)

Property Location (Street Address) _____

☐ Historic District Name _____

☐ Landmark Name _____

Legal Description _____

Name of Property Owner: _____

Mailing Address: _____ Zip Code: _____

Telephone: _____ Fax No. _____

E-Mail Address: _____

(If different from Owner)

Name of Owner's Agent: _____

Address: _____ Zip Code: _____

Business/Home Telephone: _____ Fax No. _____

E-Mail Address: _____

Owner is requesting permission to: (describe clearly and in detail all architectural alterations to be made in addition to other requests. An additional sheet may be used.

1. _____

2. _____

3. _____

4. _____

This completed form is to be submitted ¹ in person at the Planning Department Office

APPROVAL BY THE HISTORIC PRESERVATION COUNCIL CONSTITUTES APPROVAL TO APPLY FOR A BUILDING PERMIT. BUILDING PERMITS MUST BE OBTAINED FROM THE CITY OF MCALLEN, PERMIT AND INSPECTIONS DEPARTMENT.

Owner understands the following:

1. If the Council fails to approve any portion of a request or recommends that changes be made in the plans and specifications, the owner will have five (5) days in which to inform the Historic Preservation Officer as to whether the owner agrees to the recommended changes.
2. Within ten (10) days from receipt of the recommendation, the Historic Preservation Officer shall notify the owner as to whether his request has been approved, conditionally approved or denied.
3. If the owner does not concur with the Council's recommendation, appeal to the Board of Commissioners may be made within the time specified in (Ord. Sec 138-419).

IF THE PROPERTY OWNER DOES NOT APPEAR PERSONALLY BEFORE THE COUNCIL, AN AUTHORIZATION SIGNED BY THE OWNER MUST BE PRESENTED TO THE HISTORIC PRESERVATION OFFICER, AUTHORIZING A REPRESENTATIVE TO APPEAR INSTEAD OR THE CASE WILL NOT BE HEARD.

I hereby authorize _____ of _____
(Name of representative) (Company or agency)

To represent me in matters pertaining to this case.

Owner's Name: _____

Owner's Signature: _____

Date _____



HISTORIC PRESERVATION COUNCIL

REQUIRED MATERIALS CHECK LIST

All background materials needed to support the applicant's request must be submitted to the Historic Preservation Officer **PRIOR** to scheduling the case before the Council. **NO CASE** will be placed on the agenda if **ALL** materials are not on file by the deadline date. Any last minute changes must be shown on revised plans.

II. Check Where Applicable:

- ☐ Residence and/or Duplex
- ☐ Apartments and/or Commercial

III PROJECT TO INCLUDE (check where applicable):

- A ☐ ALTERATION/REPAIR/RESTORATION of an Existing Building or Structure
- B ☐ NEW CONSTRUCTION
- C ☐ ADDITION
- D ☐ DEMOLITION
- E ☐ SIGN REQUIREMENTS
- F ☐ FENCING
- G ☐ DRIVEWAY - SIDEWALKS & PARKING LOTS
- H ☐ REPAINTING (color change)
- I ☐ REROOFING (materials/color change)
- J ☐ SWIMMING POOLS - FISH PONDS & FOUNTAINS
- K ☐ GAZEBOS - BATH HOUSE & DECKING
- L ☐ WINDOWS

A ALTERATION/REPAIR/RESTORATION of an existing building or structure

- ☐ Scaled drawings, detailed architectural drawings may be required, dependent upon extent of work proposed.
- ☐ Photographs of the property and surrounding property, showing where work is to be done.
- ☐ A written list of proposed materials and colors, including manufacturer's specification numbers.
- ☐ Actual samples of materials and colors should be presented at the meeting.
- ☐ Written narrative indicating the extent of the proposed alteration.
- ☐ Other information needed to illustrate the proposed alteration.

B. NEW CONSTRUCTION

- ☐ Preliminary plans with building elevations
- ☐ Working scale drawings/specifications
- ☐ Drawing 8½" X 11" reproducible sheets
- ☐ Scale site plan with square footage of the building
- ☐ Photographs of building site for new construction
- ☐ Paint samples with brand name and number
- ☐ Roofing material sample
- ☐ Siding sample

C. ADDITION

- ☐ Preliminary plans with building elevations
- ☐ Scale drawing of addition in relation to structure
- ☐ Working scale drawings/specifications
- ☐ Scale site plan
- ☐ Drawing 8½" X 11" reproducible sheets
- ☐ Photographs of structure showing current appearance
- ☐ Photographs of all exterior sides (include all four sides of building)
- ☐ Colors (sample)

D. DEMOLITION

- ☐ Photographs of structure (all exterior sides of structure)
- ☐ Scale site plan
- ☐ Proposed use after demolition (conceptual plan)
- ☐ Proof of economic hardship or unusual and compelling circumstances (required for demolition within a historic district or of a landmark)

E. SIGNAGE

- ☐ Working scale drawings/specifications
- ☐ Scale drawing of sign in relation to structure
- ☐ Scale site plan
- ☐ Drawing 8½" X 11" reproducible sheets
- ☐ Photograph of location of proposed signage on structure/property
- ☐ Photograph of structure and all exterior sides affected by proposed work
- ☐ Type of materials to be used for sign
- ☐ Colors (samples) as applied to sign
- ☐ Size/style of lettering
- ☐ Illumination Plan

F. **FENCING**

- ☐ Type/design of fence
- ☐ Scale of drawing of members with specifications
- ☐ Scale site plan
- ☐ Drawing 8½" X 11" reproducible sheets
- ☐ Photograph of structure and all exterior sides affected by proposed work

G. **DRIVEWAYS - SIDEWALKS & PARKING LOTS**

- ☐ Type/design of driveway/sidewalk
- ☐ Drawing 8½" X 11" reproducible sheets
- ☐ Scale site plan
- ☐ Photograph of structure, location and all exterior sides affected by proposed work
- ☐ Landscaping plans (if any)
- ☐ Colors (sample)

H. **REPAINTING (color change)**

- ☐ Type of material
- ☐ Colors (sample)
- ☐ Description of design
- ☐ Photographs of structure and all exterior sides affected by proposed work

I. **REROOFING (material/color change)**

- ☐ Type of material (sample or cut sheet)
- ☐ Colors (sample)
- ☐ Description of design
- ☐ Photographs of structure and all exterior sides affected by proposed work

J. **SWIMMING POOLS - FISH PONDS & FOUNTAINS**

- ☐ Working scale drawings/specifications
- ☐ Scale drawing in relation to structure
- ☐ Scale site plan
- ☐ Drawing 8½" X 11" reproducible sheets
- ☐ Type/design of swimming pool, fish pond and/or fountain
- ☐ Photographs of structure (all exterior sides) and area affected by proposed work
- ☐ Colors (sample)



K. **GAZEBOS - BATH HOUSE & DECKING**

- ☐ Working scale drawing/specifications
- ☐ Scale drawing in relation to structure
- ☐ Scale site plan
- ☐ Drawing 8½" X 11" reproducible sheets
- ☐ Photographs of structure (all exterior sides) and area affected by proposed work
- ☐ Colors (sample)

L. **WINDOW REPLACEMENT**

- ☐ Justification for replacement of windows
- ☐ Working scale drawings/specifications (material and color)
- ☐ Sample of proposed window (manufacturer brochure)
- ☐ Scale site plan designating number of windows to be replaced
- ☐ Drawing 8½" X 11" reproducible sheets
- ☐ Photographs of structure (all exterior sides) and area affected by proposed work

PLEASE BE ADVISED THAT THE COUNCIL HAS A POLICY OF ONLY HEARING A CASE WHEN THE OWNER OR THE OWNER'S REPRESENTATIVE IS PRESENT TO PRESENT THE CASE.

NOTE: PLEASE BE ADVISED THAT A STAFF MEMBER FROM THE PLANNING DEPARTMENT MAY VIDEOTAPE OR PHOTOGRAPH YOUR PROPERTY FOR THE HISTORIC PRESERVATION COUNCIL MEETING