

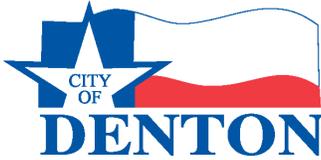
Certificate of Appropriateness Application and Checklist

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.

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 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 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): 221

Historic Property Address: 221 N Elm St. Total Acres 1+

Proposed Work:

- Exterior Alteration
- In-Kind Replacement
- Relocation
- Demolition (in part or whole)
- Addition
- New Construction
- Other, Please Describe (*fence, lighting, signs*): Interior demolition of non-historic infill floors

APPLICANT/ PRIMARY CONTACT INFORMATION:

Name: Alexis McKinney Company Name: Architexas

Address: 1907 Marilla St. City: Dallas State: TX
Zip: 75201

Phone: 214.748.4561 Cell Number: _____

Email Address: amckinney@architexas.com

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

Name: City of Denton Company Name: _____

Address: 221 N Elm St City: Denton State: TX
Zip: 76201

Phone: 940.349.8541 Cell Number: _____

Email Address: _____

Email Address: _____



OWNERS AGENT/ REPRESENTATIVE INFORMATION: check if not applicable

Name: Scott T. Gray Company Name: City of Denton

Address: 601 East Hickory Street City: Denton State: TX Zip: 76205

Phone: 940.349.7744 Cell Number: _____

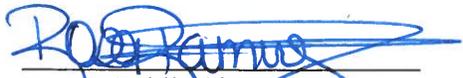
Email Address: Scott.Gray@cityofdenton.com

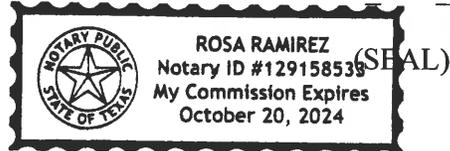
By signing this application, I certify that the above information is correct and complete to the best of my knowledge and grant staff access to the indicated property to perform work related to this request. I agree to provide any additional information necessary for this application as requested by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

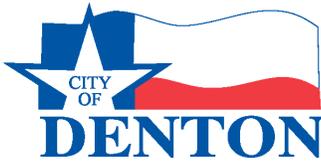
SIGNATURE: 

Print or Type Name: Craig Melde

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 12th day of July 2022.


Notary Public Signature





Required for All Projects:

- 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, available online at <https://www.cityofdenton.com/256/Land-Development>
- 1.5 Photographs: Images of the current conditions of all areas which would be affected by the proposal.
- 1.6 Provide a copy of the Certificate of Appropriateness Checklist, available online at <https://www.cityofdenton.com/250/Certificate-of-Appropriateness>

Associated Fee(s): as listed on the [Development Review Fee Schedule](#).

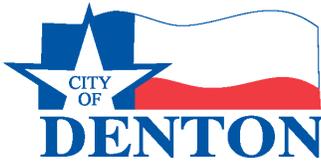
Please refer to the checklists below to fulfill the additional requirements relevant to your proposed project request:

Additional Items Required for In-Kind Replacement Requests:

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

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.

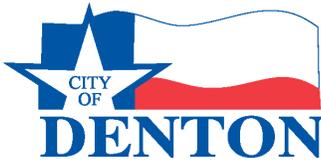
Additional Items Required for New Construction and Relocation Requests:

- 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.

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.
- 4.4 Structural Report: Documentation outlining the structural condition, reasoning, and methods of demolition.

Additional Submittal If Applicable:



- 5.1 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.

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

07/12/2022

Date

Craig Melde

Print Name