



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. COA Applications submitted within two weeks of a scheduled Historic Landmark Commission (HLC) meeting will be placed on the following HLC meeting agenda, to allow Staff time to 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 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.***



Development Services – Planning Division

401 N. Elm St., Denton, TX 76201 (940) 349-8600

HISTORIC PROPERTY INFORMATION:

Parcel(s) or Tax ID# (Required): _____

Historic Property Address: 2224 Houston PI Denton, TX 76201 Total Acres 0.401010101010101

Proposed Work:

☐ Exterior Alteration

☐ In-Kind Replacement

☐ Relocation

☐ Demolition (in part or whole)

☐ Addition

☐ New Construction

☒ Other, Please Describe (*fence, lighting, solar panels, signs*): solar panels - removing defective system and installing a new one

APPLICANT/ PRIMARY CONTACT INFORMATION:

Name: Erin Cisneros Company Name: CMS Renewable LLC

Address: 2100 N State Hwy 360 STE 1004 City: Grand Prairie State: TX Zip: 75050

Phone: 940-765-9446 Cell Number: 940-765-9446

Email Address: erin@cmsrenewable.com

PROPERTY OWNER INFORMATION: ☐ check if same as above

Name: Theodore "Ted" Wood Company Name: _____

Address: 2224 Houston PI City: Denton State: TX Zip: 76201

Phone: (972) 672-1381 Cell Number: (972) 672-1381

Email Address: tedwood711@gmail.com

Email Address: erin@cmsrenewable.com



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OWNERS AGENT/ REPRESENTATIVE INFORMATION: ☒ check if not applicable

Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell Number: _____

Email Address: _____

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: Erin Cisneros

Print or Type Name: Erin Cisneros - Owner of Solar Company

State of Texas | County of Tarrant

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 14 day of May 2025.

Document Notarized using a Live Audio-Video Connection

(SEAL)

Brittany Rene Copeland



Notary Public Signature

1 REQUIRED FOR ALL PROJECTS:

- ☐ 1.1 [Denton Development Application](#)
- ☒ 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](#)
- ☐ 1.4 **Photographs:** Images of the current conditions of all areas which would be affected by the proposal.
- ☒ 1.5 Provide a copy of the Certificate of Appropriateness
- N/A ☐ 1.6 **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:

2 ADDITIONAL ITEMS REQUIRED FOR IN-KIND REPLACEMENT REQUESTS

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

3 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.

4 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.

5 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.
- ☐ 5.2 Structural Report: Documentation outlining the structural condition, reasoning, and methods of demolition.

6 ADDITIONAL SUBMITTAL IF APPLICABLE

- ☐ 6.1 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.
- ☐ a. 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.

Erin Cisneros
Signature

5/14/25
Date

Erin Cisneros
Print Name