

Certificate of Appropriateness (CA) City of Dallas Landmark Commission

Name of Applicant: _____
Mailing Address: _____
Daytime Phone: _____ Fax: _____
Relationship of Applicant to Owner: _____

Property Address: _____
Historic District: _____
Routine Maintenance: _____ Yes _____ No

Building
Inspection:
Please see
signed drawings
before issuing
permit:

Yes _____

No _____
Planner's Initials

PROPOSED WORK:

Please describe your proposed work simply and accurately. Attach extra sheets and supplemental material as requested in the submittal criteria checklist.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____
(IF NOT APPLICANT)

APPLICATION DEADLINE:

Application material must be **completed and submitted by the FIRST THURSDAY OF EACH MONTH, 5:00 p.m.**, before the Dallas Landmark Commission can consider the approval of any change affecting the exterior of any building. This form along with any supporting documentation must be filed with a Preservation Planner at City Hall, 1500 Marilla 5CN, Dallas, Texas, 75201. **You may also fax this form to 214/670-0728.**
Please do not fax paint colors or color photographs.

Please use the enclosed criteria checklist as a guide to completing the application. Incomplete applications cannot be reviewed and will be returned to you for more information. You are encouraged to contact a Preservation Planner at 214/670-4538 to make sure your application is complete.

OTHER:

In the event of a denial, you have the right to an appeal within 30 days after the Landmark Commission's decision. You are encouraged to attend the Landmark Commission hearing the first Monday of each month at 1:00 pm in Council Chambers of City Hall. Information regarding the history of past certificates of appropriateness for individual addresses is available for review in 5CN of City Hall.

Please review the enclosed Review and Action Form
Memorandum to the Building Official, a Certificate of Appropriateness has been:

- APPROVED.** Please release the building permit.
 APPROVED WITH CONDITIONS. Please release the building permit in accordance with any conditions.
 DENIED. Please do not release the building permit or allow work.

Department of Development Services

Date

SUBMITTAL CRITERIA CHECKLIST

The documentation listed below must be submitted with the application for a Certificate of Appropriateness. Incomplete applications will not be docketed for consideration by the Landmark Commission. Please refer to the preservation criteria in the historic district ordinance or a City Preservation Planner for further information.

ALL WORK

- Photograph of house and existing conditions from all relevant sides.

REMODELING AND ADDITIONS

- Elevation and plan drawings to scale (see Note 1) indicating proposed alterations or additions, clearly indicating the existing building and what is proposed and including the relationship to adjacent structures (see Note 2).
- Exterior material description. (See Note 3).
- Site plan showing: 1) dimensions of lot, 2) location and dimensions of existing building, 3) location and dimensions of addition, and 4) location all exterior, ground and roof mounted equipment.
- Color samples and placement on the structure.
- Historic plans, elevations or photographs if the request is to return a structure to an earlier historic appearance.

PAINTING, STUCCO, REPOINTING

- Color photographs of all areas involved and surrounding structures if applicable.
- Samples of colors and/or materials to be used.

FENCES AND LANDSCAPING

- Site plan showing location of fence or landscaping.
- Dimensioned elevation and section to scale (see Note 1), showing design of fence, material (see Note 3), and height in relationship to adjacent structures (see Note 2).
- Dimensioned landscape plan showing location of landscaping and plant materials to be used.
- Photograph of the area to be fenced or landscaped.

RELOCATION

- Photograph of structure on current site.
- Reason for request to move building.
- Dimensioned site plan to scale (see Note 1) showing proposed building on new site and adjacent building scale (see Note 2).
- Elevation showing height and width relationship of structure on new site to adjacent properties and those across the street.
- Color photographs of structures within vicinity of new site.

NEW CONSTRUCTION

- Dimensioned site plan to scale (see Note 1) showing proposed building on site and adjacent buildings (see Note 2). Include parking areas and any roof or ground mounted equipment.
- Elevation showing height and width relationship to existing buildings (See Note 2).
- Color photographs of proposed site and structures within vicinity of new building.
- Colors, materials (See Note 3), and all significant detail clearly indicated.

GENERAL NOTES:

- Note 1: Minimum scale of 1/8" = 1'0" on all plans and elevations, unless otherwise approved by a Preservation Planner. Section details of new cornices, columns, railings or any other distinctive details are required at 1/2" = 1'.
- Note 2: When required to show the relationship to adjacent structures and structure is on a corner, "adjacent" means across the street.
- Note 3: When material descriptions are required, materials to be used must be designated on the elevation drawings.