

Submittal Deadline Dates for 2010 Heritage Preservation Commission

Submittal Deadline Date

December 24, 2009
January 21, 2010
February 18, 2010
March 18, 2010
April 22, 2010
May 20, 2010
June 17, 2010
July 22, 2010
August 19, 2010
September 23, 2010
October 21, 2010
November 18, 2010

HPC Meeting Date

January 14, 2010
February 11, 2010
March 11, 2010
April 8, 2010
May 13, 2010
June 10, 2010
July 8, 2010
August 12, 2010
September 9, 2010
October 14, 2010
November 11, 2010
December 9, 2010

1. If a submission date or meeting date falls on or close to a City of Waxahachie holiday, dates are subject to change.
2. Carefully read all instructions on Certificate of Appropriateness and submit all required materials. If you have sketches, plans, elevation drawings, or artistic renderings you will need to submit **12** copies to the Commission.
3. Only complete Certificate of Appropriateness applications (with all supporting documentation) will be accepted for review. If all materials are not received by the submission deadline date the Commission may postpone review of the project until the next meeting.
4. All applications and supporting materials must be received by the Heritage Preservation Officer by deadline dates. They may be mailed or delivered to Anita Williamson at City Hall, 401 S. Rogers, Waxahachie, Texas.
5. If an architect is involved with the project, the Commission may request his or her presence at the meeting.

If you have any questions, call Anita Williamson, 972-937-7330 x 198.

**CITY OF WAXAHACHIE
CERTIFICATE OF APPROPRIATENESS
FOR HISTORIC PROPERTY RESTORATIONS
APPLICATION AND CHECKLIST**

Case Number _____ Date Filed: _____

Date for Consideration by the Heritage Preservation Commission: _____

Applicant _____ and/or Agent _____

Mailing Address – Applicant/Agent (circle one) _____

Historic Structure Address _____

Is this structure for residential or non-residential use? (circle one)

Has this structure been designated as a Historic Resource? Yes _____ No _____
(If it has not been designated, the property owner must request designation as a historic resource prior to applying for a Certificate of Appropriateness.)

The Commission is appointed to assist you, but it also has the responsibility of protecting significant historic properties from inappropriate changes. It is important to remember that the Heritage Preservation Commission will not approve your project unless the Commission is shown to its satisfaction that the project is consistent with the historical character of the property. Answer the following statements carefully and provide as much information as possible so the Commission can make an informed decision.

1. Description of Project: _____

2. Reason(s) you feel the proposed exterior work is consistent with the historical character of the property (use additional space on the back of this form or by attaching additional sheets if necessary).

CERTIFICATE OF APPROPRIATENESS REQUIREMENTS

The following items are a minimum requirement for submitting a Certificate of Appropriateness for any project. Please check that you have completed all and sign prior to applying for a Certificate of Appropriateness.

- o Location map of proposed buildings and structures
- o Current photograph(s) of the existing structure
- o Historic photographs (if available) upon which the proposed work is based
NOTE: Please research the history of your property before you begin planning your project. Sims Library and the Ellis County Museum are good places to start.
- o Elevation drawing(s) of any part of structure that is visible from the public right-of-way
- o Details drawn to scale for work to be done
- o Materials for all exterior surfaces and/or signs must be addressed
- o Details of proposed lighting fixtures
- o Sample(s) of material(s) to be used
- o Specifications of work, timeframe of project, dollar value of improvements to be made.

It is imperative that research be done *before* the project is submitted to the Heritage Preservation Commission. It is also recommended that you secure a copy of the Secretary of the Interior’s Standards for Rehabilitation (it is used by the Commission as a guideline) to review as you plan your project. You may obtain a copy online at www.nps.gov/history/hps/tps/tax/rhb/stand.htm or by contacting the Heritage Preservation Officer.

Pre-hearing planning information can be obtained at a regularly scheduled meeting of the Heritage Preservation Commission or by appointment with the Heritage Preservation Officer. This meeting might be necessary depending on the size and complexity of the project. The Heritage Preservation Commission or City staff may require other information and data for certain projects.

NOTE: Twelve (12) copies of plans and/or specifications must be on file with the Heritage Preservation Officer **at least** 20 days before the Heritage Preservation Commission meeting date.

Signature of Property Owner or Agent: _____ Date: _____

Commission Action: Requires Signature of Chair of the Heritage Preservation Commission

Date: _____ Preliminary Approval YES ____ NO ____

Date: _____ Final approval after work is inspected and completed YES ____ NO ____