

CERTIFICATE OF APPROPRIATENESS  
APPLICATION AND PROCESS INFORMATION

Waxahachie is full of wonderful, historic buildings which have served our community as both commercial and residential properties for decades. Protecting and honoring the architectural integrity of these properties is of great importance to both our authenticity and our economy.

The City Council of Waxahachie has adopted ordinances that address the proper handling of these historic resources and that also provide tax incentives and exemptions to owners of these properties. All information on these ordinances and benefits can be obtained on the city of Waxahachie website at [www.waxahachie.com](http://www.waxahachie.com).

To receive the Historic Property Tax Exemption a Certificate of Appropriateness must be submitted to the Heritage Preservation Commission. There are three parts to the process:

1. Submission of application
2. Submission of documentation required from checklist
3. Hearing at a regularly scheduled meeting of the Heritage Preservation Commission

It is imperative that research be done *before* the project is submitted to the Commission. Historic Waxahachie, Inc. has created a brochure called *Researching Your Historic Property* that can aid in your research. You can find this at <http://www.historicwaxahachie.com/preservation-tools/>. You can also contact Anita Simpson, Heritage Preservation Officer at 469-309-4111 for a copy of the brochure.

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.

If your property is in the Historic Overlay District (which encompasses downtown) no building permits for work on the exterior of the property can be issued without approval from the Heritage Preservation Commission. A map of the Overlay District is available on the city website.

If you have any questions, please contact:

Anita Simpson  
469-309-4111  
[asimpson@waxahachie.com](mailto:asimpson@waxahachie.com)

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

Case Number \_\_\_\_\_ Date Filed: \_\_\_\_\_

Date for Consideration by the Heritage Preservation Commission: \_\_\_\_\_

Property Owner \_\_\_\_\_ and/or Agent \_\_\_\_\_

Mailing Address –Owner/Agent (circle one) \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

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 \_\_\_\_\_ By whom \_\_\_\_\_

*(If it has not been designated, the property owner must request designation as a historic resource from the Heritage Preservation Commission prior to applying for a Certificate of Appropriateness.)*

Is this structure in the Historic Overlay District? Yes \_\_\_\_\_ No \_\_\_\_\_

The Commission is appointed to assist you, but it also has the responsibility of protecting significant historic properties from inappropriate changes. **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: \_\_\_\_\_

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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).

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**CHECKLIST**

The following items **must** be included with this application:

- Current photograph(s) of the existing structure
- 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.**
- Elevation drawing(s) of any part of structure that is visible from the public right-of-way with details drawn to scale for work to be done
- List of materials for all exterior surfaces and/or signs
- Dollar value of improvements to be made

The following items may be requested:

- Location map of proposed buildings and structures
- Details of proposed lighting fixtures
- Sample(s) of material(s) to be used
- Any other reasonable information that the Commission may deem necessary in order to visualize the proposed work

If your property is located in the Historic Overlay District, you must consult the *Downtown Waxahachie Design Guidelines* before planning your project. You can obtain a copy of the guidelines from the Heritage Preservation Officer or on the City of Waxahachie website at [www.waxahachie.com/images/City2/files/downtown\\_waxahachie\\_guidelines\\_08-19-2011.pdf](http://www.waxahachie.com/images/City2/files/downtown_waxahachie_guidelines_08-19-2011.pdf).

If your property is not in the Historic Overlay District, please refer to the Secretary of the Interior’s Standards for Rehabilitation as you plan your project. You may obtain a copy online at [www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm](http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm) or by contacting the Heritage Preservation Officer.

**NOTE:** Ten (10) 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: \_\_\_\_\_

**CERTIFICATE OF APPROPRIATENESS**

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

Date: \_\_\_\_\_ Preliminary Approval YES \_\_\_\_ NO \_\_\_\_  
& Signature

Date: \_\_\_\_\_ Final approval after work is YES \_\_\_\_ NO \_\_\_\_  
& Signature inspected and completed