

Certificate of Appropriateness (CA)

City of Dallas Landmark Commission

CA _____ - _____ ()

OFFICE USE ONLY

Name of Applicant: _____
Mailing Address: _____
City, State and Zip Code: _____
Daytime Phone: _____ Alternate Phone: _____
Relationship of Applicant to Owner : _____

OFFICE USE ONLY	
Main Structure:	
<input type="checkbox"/>	Contributing
<input type="checkbox"/>	Non-contributing

PROPERTY ADDRESS: _____
Historic District: _____

PROPOSED WORK:

List all proposed work simply and accurately, use extra sheet if needed. Attach all documentation specified in the submittal criteria checklist for type of work proposed. **DO NOT write "see attached."**

EMAIL ADDRESS:

Signature of Applicant: _____ Date: _____

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

APPLICATION DEADLINE:

Application material must be **completed and submitted by the FOURTH MONDAY OF EACH MONTH BY 12:00 NOON**, (see official calendar for exceptions), before the Dallas Landmark Commission can consider the approval of any change affecting the exterior of any building. Provide this form along with applicable fees, and any supporting documentation must be filed with a Preservation Planner at City Hall, 1500 Marilla 5BN, Dallas, Texas, 75201. You may submit by email to Historicpreservation@dallas.gov. Please write your address and district in the email subject line.

Please use the enclosed criteria checklist as a guide to complete the application. Incomplete applications cannot be reviewed and will be returned to you for more information. You are encouraged to contact a Preservation Planner to ensure your application is complete. Click on the following link to the City of Dallas website for contact information:

<https://dallascityhall.com/departments/sustainabledevelopment/historicpreservation/Pages/Contacts.aspx>

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 (see exceptions). Information regarding the history of past certificates of appropriateness for individual addresses is available for review in 5BN of City Hall.

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Application Fee Schedule

Chapter 51A Dallas Development Code: Ordinance No. 19455, as amended Subsection aa: Fees for Landmark Commission Applications.

1. An application will not be processed until the fee has been paid.
2. The applicant shall pay the filing fee to the building official. The building official shall deposit fees received in the official city depository not later than the next business day following receipt of the fees.
3. The city controller shall refund 75 percent of the filing fee to the applicant if the applicant withdraws the application prior to the case being advertised for hearing. After the case is advertised, no refund of the filing fee may be made. Please contact a Preservation Planner for refund request inquiries.
4. Fee Schedule.

Type of Application	Application Fee	Office Use Only – Payment Received
Certificate of appropriateness for new construction	\$500	Date: Receipt No.
Certificate of appropriateness/certificate of demolition or removal for unauthorized work *	\$600	Date: Receipt No.

*For unauthorized work – new construction only -For all other see Certificate for Demolition and Removal application.

5. The applicant shall pay a single filing fee for each certificate of appropriateness of certificate of demolition or removal for unauthorized work.
6. Make checks Payable to City of Dallas – note OHP application type in memo of check. Mail or bring to Dallas City Hall, 1500 Marilla Street, Room 5BN, Dallas, Texas 75201. The District Planner will provide payment options and instructions.
7. The landmark commission may waive the filing fee if the landmark commission finds that payment of the fee would result in substantial financial hardship be placed on the landmark commission’s miscellaneous docket for predetermination. If the issue is placed on the miscellaneous docket, the applicant may not file the application until the merits of the request for waiver have been determined by the landmark commission. In making this determination, the landmark commission may require the production of financial documents.

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.
- APPLICANT REQUEST FOR WITHDRAWAL, 75% REFUND APPROVED: DATE**
- APPLICANT REQUEST FOR WITHDRAWAL WITHOUT REFUND: DATE**
- APPROVED WITH CONDITIONS.** Please release the building permit in accordance with any conditions.
- DENIED.** Please do not release the building permit or allow work.
- DENIED WITHOUT PREJUDICE.** Please do not release the building permit or allow work.

Signed drawings and/or specifications are enclosed ___Yes

APPLICATIONS FOR NEW CONSTRUCTION AND MAJOR REMODELS MUST BE REVIEWED WITH A PRESERVATION PLANNER PRIOR TO THE SUBMITTAL DATE

- Contact a Preservation Planner in advance of the deadline to discuss your application and fee requirements. Planner contact by district can be found on the city website: <https://dallascityhall.com/departments/sustainabledevelopment/historicpreservation/Pages/Contacts.aspx>
- Submit items on the checklist WITH your application. Incomplete applications are not accepted.
- All applications and plans may be submitted via email (preferred) Historicpreservation@dallas.gov – please include your address and district in the subject line.
- Fees must be paid at the time of application.
- Submit scaled and fully dimensioned drawings in size 11”x17” (preferable) or larger. Large plans should be folded, not rolled.
- Submit digital copies of images, photographs, and plans. Contact staff if your file(s) are over 10 MB.
- Review the FAQ on our website for more details. You can find us by visiting dallascityhall.com and searching for “historic preservation.”

DO NOT

- Do not write “match existing” on your application or plans without providing more detail. Exact specifications and details must be submitted for every request, even if you believe it to be Routine Maintenance.
- Do not submit an application cover without the required supporting documents.
- Do not list work on your plans that is not listed on the application cover. Your proposed work on the cover should include a complete list of all work to be done.

**APPLICATIONS RECEIVED AFTER 12:00 PM
ON THE SUBMITTAL DEADLINE OR
APPLICATIONS THAT ARE INCOMPLETE
WILL NOT BE ADDED TO THE LANDMARK
AGENDA**

SUBMITTAL CRITERIA CHECKLIST
(Customer use only, do not submit)

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 contact a City Preservation Planner for further information.

ALL APPLICATIONS

- Images of front façade of the structure and all sides where work is proposed.

REMODELING, ADDITIONS, AND NEW CONSTRUCTION

- Applications for new construction and major remodels must be reviewed by the respective Staff member for the district prior to the submittal deadline.
- Scaled and dimensioned elevation and plan drawings (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).
- Site plan showing: 1) dimensions of lot, 2) location and dimensions of the structure and addition (if applicable), and 3) location of all exterior, ground and roof mounted equipment.
- Official site survey.
- Specifications/cut-sheets/images for all proposed exterior materials including siding, doors, windows, lighting, and roof shingles. (See Note 3).
- Paint chips or specifications (brand, color name) and placement on the structure.
- New Construction Form required for proposed main and accessory structures.

Note: All submitted information should also be emailed as a PDF to the respective Staff contact. Do not send large files (over 10 MB) without contacting staff first.

WINDOWS AND DOORS

REPAIR ONLY

- Images of window(s)/door(s) that illustrate existing condition.
- Detailed description of repair work needed.

REPLACEMENT

- Window survey – contact respective Staff member for survey form.
- Images of window(s)/door(s) that illustrate existing condition
- Specification/cut-sheet/image for proposed replacement window(s)/door(s).

PAINTING, STUCCO, REPOINTING

- Image of front façade of house and all areas/facades where painting, stucco, or repointing is proposed.
- Paint chips or specifications (brand, color name and number) with proposed location on structure indicated (body, trim, accent).
- If applicable, specifications including color, lime content ratio, cement content ratio, aggregate color, aggregate content ratio, and joint tooling.

SIDING, TRIM, AND SKIRTING REPAIR OR REPLACEMENT

- Image(s) of all facades where work is proposed, including detail images that illustrate existing conditions.
- Percentage estimate of how much material is proposed for replacement (i.e. 15%, less than 20%, etc)
- Specifications for replacement siding, trim, or skirting material.

FOUNDATION REPAIR

- Image of structure indicating existing skirting.
- Engineer's report including structural drawing and detail of proposed work.

ROOFING

- Image of existing roof shingle indicating existing material and color.
- Shingle specifications (material, brand, color name).

GUTTERS

- Specifications/cut-sheets/images for proposed gutters/downspouts.
- Site plan showing where on structure gutters/downspouts are proposed.

FENCES, HARDSCAPING, AND LANDSCAPING

- Site plan showing proposed location of fence, hardscaping, landscaping.
- Photographs of the area(s) where work is proposed.
- Fences - image of proposed fence with description (material, height).
- Hardscaping – description of materials proposed and images if something other than broom finish concrete.
- Landscaping – plant species and images.

Note: Seasonal planting in existing landscaping beds that does not include new shrubs or trees does not require a Certificate of Appropriateness.

RELOCATION OF A STRUCTURE

- 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.
- Images of structures within vicinity of new site.

SIGNS

- Sign location indicated (i.e. elevation drawing, photograph showing proposed location marked, rendering, or site plan).
- Image and specifications for proposed sign

DEMOLITION

Any demolition of a main or accessory structure within an historic district requires a Certificate for Demolition, which is a different application. Please contact Staff for the Certificate of Demolition application or visit our website to download the application.

GENERAL NOTES:

- Note 1: Minimum scale of $1/8" = 1'0"$ on all plans and elevations, unless otherwise approved by a Preservation Planner. Minimum size for all plans is 11"X17". 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.