

# Certificate of Appropriateness (CA)

## City of Dallas Landmark Commission

<b>CA</b> _____ - _____ (    ) Office Use Only
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Name of Applicant: \_\_\_\_\_  
**Mailing Address** : \_\_\_\_\_  
 City, State and Zip Code: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
 Relationship of Applicant to Owner : \_\_\_\_\_

<b>OFFICE USE ONLY</b> Main Structure: <input type="checkbox"/> Contributing <input type="checkbox"/> Non-contributing
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**PROPERTY ADDRESS:** \_\_\_\_\_  
**Historic District:** \_\_\_\_\_

### PROPOSED WORK:

Please describe your proposed work simply and accurately. **DO NOT** write "see attached." Attach extra sheets if necessary 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, 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. This form along with any supporting documentation must be filed with a Preservation Planner at City Hall, 1500 Marilla 5BN, Dallas, Texas, 75201.

**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 214/670-4209 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 (see exceptions). Information regarding the history of past certificates of appropriateness for individual addresses is available for review in 5BN 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.
- DENIED WITHOUT PREJUDICE.** Please **do not** release the building permit or allow work.

Signed drawings and/or specifications are enclosed \_\_\_Yes \_\_\_No

\_\_\_\_\_  
**Sustainable Construction and Development**

\_\_\_\_\_  
**Date**

## APPLICATION INSTRUCTIONS

### DO

- Contact a Preservation Planner in advance of the deadline to discuss your application and requirements.
- Submit items on the checklist WITH your application. Incomplete applications are not accepted.
- Submit scaled and fully dimensioned drawings in size 11"x17" or larger. Large plans should be folded, not rolled.
- Submit digital copies of images, photographs, and plans if possible. Contact staff if your file(s) are over 10 MB.
- Review the FAQ on our website for more details:  
<http://dallascityhall.com/departments/sustainabledevelopment/historicpreservation/Pages/default.aspx>

### 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.
- Do not submit an application cover without the required supporting documents.
- Do not list work on your plans that is not also listed on the application cover.

**ROUTINE MAINTENANCE** – Dallas Development Code allows for some items to be considered 'Routine Maintenance' reviewed by Staff. Routine Maintenance reviews generally take 7-10 days, but may take up to 21 days depending on complexity of requests and volume of applications. Routine Maintenance items include (but are not limited to):

- installation of a chimney located on an accessory building, or in the rear 50% of a main building not part of the corner side façade;
- installation of an awning located on an accessory building, or on the rear façade of a main building;
- shingle replacement that does not include a change in color;
- installation of a wood or chain link fence that is not painted or stained and meets the preservation criteria with no exceptions;
- installation of gutters and downspouts that matches the dominant trim or roof color;
- installation of skylights and solar panels;
- installation of window/door screens;
- application of paint that is the same as the existing or that is an appropriate dominant, trim, or accent color; \*
- the restoration of original architectural elements;
- minor repair using the same material and design as the original;
- repair of sidewalks and driveways using the same type and color of materials;
- the process of cleaning (including but not limited to low-pressure water-blasting and stripping, but excluding sandblasting and high-pressure water blasting);
- painting, replacing, duplicating or stabilizing deteriorated or damaged architectural features (including but not limited to roofing, windows, columns, and siding) in order to maintain the structure and to slow deterioration.

\* Winnetka Heights – Painting must be exact match to existing to qualify as Routine Maintenance.

## **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**

- 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.
- Historic plans, elevations or photographs if the request is to return a structure to an earlier historic appearance.

*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.

*(Cont. next page)*

*(Painting, stucco, repointing continued from page 3)*

- 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 AND LANDSCAPING (INCLUDING POOLS)**

- Site plan showing proposed location of fence, landscaping, or pool.
- Photographs of the area(s) to be fenced or landscaped.
- Image of proposed fence with description (material, height).
- Specifications for all hardscaping materials and plants proposed (see Note 3).

*Please 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.

*(Cont. next page)*

*(Relocation of a structure cont. from page 4)*

- 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 within an historic district requires a Certificate for Demolition, which is a separate form and procedure. Please contact the respective Staff contact for the Certificate for Demolition form and more information.

#### **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.