

Courtesy Review Form (CR)

City of Dallas Landmark Commission

CR _____ - _____ [] Office Use Only

This review is a courtesy review only and not permission to alter the site or any structure on the site. To alter a site within a historic overlay district or alter, place, construct, maintain, or expand any structure on a site within a historic overlay district, a certificate of appropriateness must be obtained in accordance with Dallas Development Code § 51A-4.501(g) and the preservation criteria in the historic overlay district ordinance.

Name of Applicant: _____
Mailing Address: _____
City, State and Zip Code: _____
Daytime Phone: _____ Fax: _____
Relationship of Applicant to Owner: _____
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 FOURTH MONDAY OF EACH MONTH, by NOON** before the Dallas Landmark Commission may consider the courtesy review of any change affecting the site or the exterior of any structure. This CR form along with any supporting documentation must be filed with a Preservation Planner at City Hall, 1500 Marilla 5CN, 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 214/670-4538 to make sure your application is complete.

*Information regarding past courtesy reviews for individual addresses is available for review in 5CN of City Hall.

Memorandum to the Building Official: This review is a Courtesy Review only, do not issue building permits based on this CR form.

- COURTESY APPROVAL (Certificate of Appropriateness must still be obtained)
- COURTESY APPROVAL WITH COMMENTS (Certificate of Appropriateness must still be obtained)
- COURTESY DISAPPROVAL (Certificate of Appropriateness may be considered without a waiver)

Office of Historic Preservation

Date

Courtesy Review Form

City of Dallas

Historic Preservation

THIS CR FORM IS NOT A CERTIFICATE OF APPROPRIATENESS OR PERMISSION TO ALTER THE SITE OR ANY STRUCTURES ON THE SITE

APPLICATION INSTRUCTIONS

DO

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

DO NOT

- Do not fax photographs or paint chips. These items may be submitted via email (preferred), US Mail, or in person.
- Do not write "match existing" on your application or plans. Exact specifications and details must be submitted for every request.

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

- 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).
- 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.
- 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.

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.