



## CERTIFICATE OF APPROPRIATENESS APPLICATION

### PROPERTY OWNER INFORMATION:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

### BUILDING LOCATION:

Address \_\_\_\_\_

Property Name (Historic or Common): \_\_\_\_\_

### ARCHITECT AND/OR CONTRACTOR INFORMATION:

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address \_\_\_\_\_

**Are emergency repairs needed?** ☐ No ☐ Yes (Please specify: \_\_\_\_\_)

\_\_\_\_\_ )

**Property's primary use:** ☐ Residential ☐ Commercial ☐ Mixed

☐ Other: \_\_\_\_\_

**Primary building material:**

☐ Wood ☐ Brick ☐ Stucco ☐ Steel ☐ Limestone ☐ Other:\_\_\_\_\_

**Has the building been previously painted?** ☐ Yes ☐ No

**Designations (Mark All That Apply):**

- ☐ Local Historic Marker  
☐ Local Historic District  
☐ Recorded Texas Historical Landmark  
☐ Individually Listed on National Register of Historic Places  
☐ National Register Historic District: ☐ Contributing ☐ Noncontributing  
☐ Other:\_\_\_\_\_

**I am requesting a Certificate of Appropriateness for... (Check All That Apply)**

**General Maintenance:**

- ☐ Painting  
☐ Repairs (please specify:\_\_\_\_\_)

**Construction (major):**

- ☐ New addition  
☐ Façade improvement (i.e. new materials, windows, doors, etc.)

**Alterations (minor)**

- ☐ Painting  
☐ Lighting  
☐ Roofing  
☐ Signage  
☐ Replacement of doors, windows, etc. with same or similar design  
☐ Demolition  
☐ Partial demolition  
☐ Full demolition

1. **Height:** The height of any proposed alteration or construction should be compatible with the style and character of the landmark and with surrounding structures in a historic district:

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2. **Proportions of windows and doors:** The proportions and relationships between doors and windows should be compatible with the architectural style and character of the landmark and with surrounding structures within a historic district:

- ☐ Repairing/replacing sashes
- ☐ Changing number size, location, or glazing pattern
- ☐ Cutting new windows
- ☐ Closing or blocking
- ☐ Replacing
- ☐ Opening transoms

4. **Roof shape:** The design of the roof should be compatible with the architectural style and character of the landmark and surrounding structures in a historic district (Please include dormers, chimneys, slates, tiles, metal, shingles, etc.)

- ☐ Repairing roof
- ☐ Replacing roof
- ☐ Repairing/replacing features
- ☐ Removing features

5. **Landscaping:** Landscaping should be compatible with the architectural character and appearance of the landmark and of surrounding structures and landscapes in historic district:

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6. **Entrances:** including doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, stairs, etc.

- ☐ Entrance repair/replacement
- ☐ Entrance removal
- ☐ Porch removal
- ☐ Porch closure/enclosure

8. **Architectural details:** Architectural details including materials, colors, and textures should be treated so as to make a landmark compatible with its original architectural style and character and to preserve and enhance the architectural style or character of a landmark or historic district:

<b>Masonry</b> <input type="checkbox"/> Type <input type="checkbox"/> Repointing <input type="checkbox"/> Cleaning <input type="checkbox"/> Removing paint <input type="checkbox"/> Repairing/replacing/removing <input type="checkbox"/> Coatings, including water repellent coatings	<b>Wood</b> <input type="checkbox"/> Removing Paint <input type="checkbox"/> Repairing/replacing/removing wood <input type="checkbox"/> Coating, including chemical preservatives	<b>Painting</b> (Please provide samples and list all colors) <input type="checkbox"/> Brick: <input type="checkbox"/> Other masonry: <input type="checkbox"/> Wood: <input type="checkbox"/> Other façade elements
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**PLEASE SUBMIT THIS COMPLETED APPLICATION WITH THE FOLLOWING SUPPLEMENTAL ITEMS ATTACHED:**

**1. Detailed Project Description**

- ☐ Letter of intent stating all work being done, purpose of work, and all colors, materials to be used.
- ☐ Material changes and colors for exterior painting, lighting, doors, windows, roofing, etc. (please provide paint chips, brochures, images, etc. for support)
- ☐ Contractor and/or Engineer information who plans on doing the work
- ☐ Estimated timeline for construction

**2. Drawings** (for new additions and major façade changes only)

- ☐ Building elevations
- ☐ Any other drawings requested by the Design Review Standards and Historic Landmark Preservation Board to get a better understanding of proposed changes

**3. Current Photograph of Property**

**Please submit completed forms to:**

**Lacy Burson**

Main Street Manager/Historic Preservation Officer

101 S Bolivar Street

[burson.lacy@marshalltexas.net](mailto:burson.lacy@marshalltexas.net)

C: (903) 930-7476

**Please sign below once the form is complete and ready for submittal:**

**Property Owner 1:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If applicable, Property Owner 2:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Architect and/or Contractor:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*To be completed by Historic Preservation Officer*

Date of Application Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Approval Required By:

☐ City Staff

☐ HLPB

Conditions for Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Application:

☐ Approved by HPO

☐ Disapproved by HPO

Signature: \_\_\_\_\_

☐ Approved by HLPB

☐ Disapproved by HLPB

Signature: \_\_\_\_\_