



401 South Alamo Street • Marshall, TX 75670 • (903) 935-4455

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:

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:

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:

<p>Masonry</p> <ul style="list-style-type: none"> <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 	<p>Wood</p> <ul style="list-style-type: none"> <input type="checkbox"/> Removing Paint <input type="checkbox"/> Repairing/replacing/removing wood <input type="checkbox"/> Coating, including chemical preservatives 	<p>Painting (Please provide samples and list all colors)</p> <ul style="list-style-type: none"> <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

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: _____