

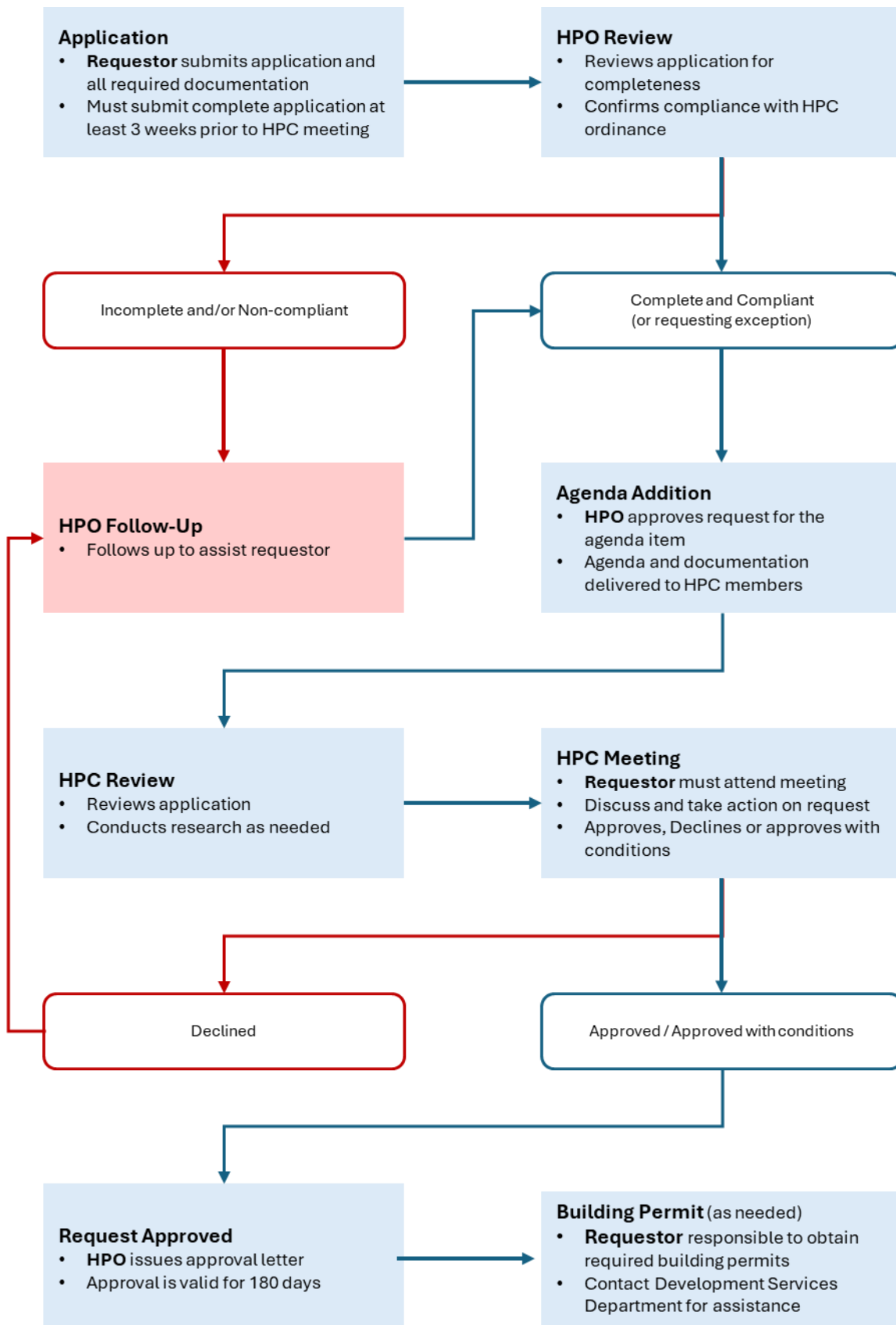


GENERAL GUIDELINES USED FOR REVIEW OF CERTIFICATES OF APPROPRIATENESS FOR PROPERTIES IN THE HISTORIC DISTRICT OR WITH HISTORICAL DESIGNATIONS

The following guidelines, based upon the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties, are used to review projects in the National Register of Historic Districts:

- The distinguishing original qualities or character of a property and its environment shall not be destroyed.
 - Removal or alteration of any historic material or distinctive architectural features should be avoided.
- All properties shall be recognized as products of their own time.
- Alterations which have no historical basis, and which seek to create an earlier appearance shall be discouraged.
 - Changes which have taken place in the course of time may have acquired significance in their own right and shall be recognized and respected.
- Distinctive stylistic features or examples of skilled craftsmanship which characterize a property shall be treated with sensitivity.
- Deteriorated architectural features shall be repaired rather than replaced whenever possible.
 - In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities.
- Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence.
- Surface cleaning of structures shall be undertaken with the gentlest means possible.
 - Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- Contemporary design for alterations and additions to existing properties are appropriate when such alterations and additions do not destroy significant historic, architectural, or cultural material and are compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
- Whenever possible, new additions or alterations to structures shall be made in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would not be impaired.
- The installation of protective or code-required mechanical systems shall be concealed whenever possible so as not to intrude upon or detract from the property's aesthetic and historical qualities, except where concealment would result in the alteration or destruction of historically significant materials or spaces.
- Reconstruction of a part or all of a property shall be undertaken only when such work is essential to reproduce a significant missing feature in a historic district, and documentation exists to ensure an accurate reproduction of the original.

CERTIFICATE OF APPROPRIATENESS APPLICATION FLOW CHART



_____ Date Received (staff use only)

City of Glen Rose Development Services Dept.

(254) 897-2272 ext. 109

Deliver to completed application and requirements to Historic Preservation Commission – Development Services Department

100 NE Barnard Street Glen Rose, TX 76042 (254) 897-2272 ext. 109

Please refer to the city website at www.glenrosetexas.org or call the Development Services Department for a schedule of the Historic Preservation Commission meetings.

HISTORIC PRESERVATION COMMISSION (HPC)
CERTIFICATE OF APPROPRIATENESS APPLICATION

The completed package must be delivered no later than three (3) weeks prior to the next scheduled HPC meeting in order to be placed on the agenda for review and vote. Attach additional description pages to give full details, if needed.

Property Owner	Applicant / Tenant / Owner's Representative
Name:	Name:
Address:	Address:
Phone:	Phone:
Emai:	Emai:

Property Address:	Legal Description:
Present Use:	Built Circa:
Proposed Use:	Current Zoning:

Architect or Contractor Name: _____

Contractor Phone Number: _____

Contractor Address: _____

Proposed Work / Design Description: _____

Attachments:

- | | | |
|---|---|---|
| ☐ Scale Drawings with Dimensions | ☐ Material Samples | ☐ Rendering of Signage |
| ☐ Historic Photos | ☐ Current Photos | ☐ Proposed Photos |

I hereby certify that this information is correct to the best of my knowledge and that the said work will be done in conformance with all submissions herein set forth and in compliance with the City of Glen Rose's Historic District ordinances and Building Codes. I understand that falsifying information may result in nullification of this request.

Owner's Signature: _____ Applicant's Signature: _____

☐ Approved ☐ Denied ☐ Conditions: _____

Preservation Commission Chair

Preservation Commission Officer

City Building Official

THIS IS NOT A BUILDING PERMIT AUTHORIZING AND CONSTRUCTION OR REMODELING. CONTACT THE DEVELOPMENT SERVICES DEPARTMENT PRIOR TO THE START OF ANY WORK. THIS COA BECOME NULL AND VOID IF AUTHORIZED WORK IS NOT COMMENCED WITHIN 180 DAYS.

FOR STAFF / HPC MEMBERS USE ONLY

HISTORIC PRESERVATION COMMISSION (HPC) CERTIFICATE OF APPROPRIATENESS CHECKLIST

The following items are requested for consideration of this application. These and additional items may be required, at the request of the Historic Preservation Commission, in order to consider the application as complete and filed.

Checklist Item	Comments
Applicant informed request must meet City Building Code/Ordinances	
Historic Preservation Officer review/approval (unless waived by city)	
Complete Certificate of Appropriateness Application	
Detailed description of all proposed activities	
Photographs of the property and areas of alteration provided	
Scaled drawing illustrating all proposed activities, including: • Building elevations showing the proposed change • Exterior building material(s) description • Material samples • Site plan • Architectural drawings • List of proposed colors and color numbers, chosen from the HPC approved colors	
Authorization to represent the property owner, if the applicant is not the owner	
Applications for signs must include a City Sign Permit Application and diagram of the sign with dimensions	