

-CITY OF GRANBURY
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Historic Preservation
DESIGN GUIDELINES

2. APPLICATION TO RECEIVE A CERTIFICATE OF APPROPRIATENESS

Application

Prior to the commencement of any work requiring a Certificate of Appropriateness the owner shall file an application for such a certificate with the Historical Preservation Commission. The application shall contain:

1. The applicant and owner (if different from the applicant) name, address, telephone number, email address, and a detailed description of the proposed work.
2. Location and photographs of existing and adjacent properties.
3. Accurate, scaled, detailed drawings of the building's parts visible from the street indicating the proposed changes.
4. Samples of all the materials and colors to be used, shall be provided by the applicant.
5. If the proposal includes signs or lettering, a scaled drawing shall be submitted which accurately shows the type and location of the lettering to be used, all dimensions and colors, and a description of materials and proposed method of illumination (if any). If a sign is not attached to the building, a scaled site plan showing the location of the sign on the property must also be submitted.
6. Any additional information which the Commission may deem necessary in order to visualize or understand the proposed work.

Certificate Required Before Building Permit

No building permit shall be issued for such proposed work until the Commission has first issued a Certificate of Appropriateness. The Certificate of Appropriateness required by this act shall be in addition to and not in lieu of any building permit that may be required by any other ordinance of the City of Granbury.

Time Frame for Review and Decision

The Commission shall review the application at a regularly scheduled meeting within 60 days from the date the application is filed, at which time an opportunity will be provided for the applicant to be heard. The Commission shall approve, deny, or approve with modifications and/or conditions the permit within 45 days after the review meeting. In the event the Commission does not act within 90 days of the receipt of the application, a permit may be granted.

Decisions of the Commission

All decisions of the Commission shall be in writing. The Commission's decision shall state its findings pertaining to the approval, denial, or approval with modification and/or condition of the application. A copy of the decision shall be sent to the applicant. Additional copies shall be filed as part of the public record on that property and distributed to all appropriate city departments.

Appeal of Decision

An applicant for a Certificate of Appropriateness dissatisfied with the action of the Commission relating to the issuance or denial of a Certificate of Appropriateness shall have the right to appeal to the Granbury City Council within 30 days after receipt of notification of such action. The City Council shall give notice, follow publication procedure, hold hearings, and make its decision in the same manner as provided in the general zoning ordinance of the city.



APPLICATION – CERTIFICATE OF APPROPRIATENESS

Please complete all information and submit all necessary drawings and documentation. Incomplete applications will not be accepted.

REFERENCE: ORDINANCE NO. 94-483 DATE: ORDINANCE PASSED April 19, 1994

APPLICANT:

PROPERTY OWNER (If Different from Applicant):

Name _____

Name _____

Company _____

Address _____

Address _____

Phone _____

Phone _____

Fax _____

Property Owner's Signature Required _____

Email _____

Email _____

PLEASE CHECK THE APPROPRIATE CONSTRUCTION ACTIVITY THAT APPLIES

Remodeling New Construction Demolition Sign Merchandise Display Other

A. Current or Intended use of the building: _____

B. Description of the nature of the proposed external alterations and /or repairs to be forwarded to the Historic Preservation Commission for their review and consideration: **(Attach detailed descriptions and scaled drawings.)**

C. Intended start and finish dates: Start _____ Finish _____

D. Architect's rendering or scale drawing of proposed change(s) is attached. This drawing shows what I plan to do. It also shows the color(s) proposed and the type of sign and lettering I plan to display in front of my business. Applications for signs shall accurately depict the size of the sign, font style and size of the lettering, as well as the sign's location on the building. (Please attach a color chip to application.)

E. COMPLETED APPLICATIONS AND DRAWINGS MUST BE IN THE COMMUNITY DEVELOPMENT OFFICE NO LATER THAN 10 DAYS BEFORE THE MEETING. (MEETINGS ARE GENERALLY ON THE 2ND AND 4TH THURSDAY OF EACH MONTH AT 4:00 P.M. IN COUNCIL CHAMBERS.)

F. Fees as specified in procedures for Granbury Historic District Certificate of Appropriateness are required at the time the application is submitted.

G. The presence of the applicant or his/her agent as designated herein is necessary at the Historic Preservation Commission Meeting.

NAME OF DESIGNATED AGENT (If Different From Applicant): _____

ADDRESS: _____ **PHONE NO.** _____

SIGNATURE: _____ **DATE:** _____ **APPLICATION FEE:** _____

Application Procedures for Granbury Historic District and Historic Landmarks Certificate of Appropriateness

Note: Before restoring, renovating, demolishing or erecting a building or sign in the historic district or on historic landmark property, this procedure **must be followed**.

1. An application for a Certificate of Appropriateness must be secured from the Community Development Department.
2. Permanent address and telephone numbers of the applicant and property owner must be on the application.
3. A detailed description of the nature of the proposed external alteration or repairs, excluding ordinary maintenance as defined in Section 11.212 of Ordinance No. 94-483 of the City of Granbury Code of Ordinances, and/or paint color schemes of the building must accompany the application. Scaled drawings of building alterations and samples of materials must accompany application.
4. If the application is for a sign, it must have a drawing giving the dimensions of the sign, size and style of lettering, what will be on the sign, how and where it will be mounted, and proposed method of illumination (if any).
5. The applicant must select paint colors from the approved color palette at City Hall. The applicant may select up to 3 color combinations and prioritize the selections. Do not proceed with painting until approval has been secured and permit has been issued.
6. Current or intended use of the building must be described on the application.
7. Intended start and completion dates for alterations and/or repairs must be on the application. The City's Historic Preservation officer must be notified when work begins so proper inspections can be conducted periodically.
8. The meeting dates for the Historic Commission are generally the second and fourth Thursday of each month at 4:00 p.m.
9. Completed applications and drawings must be in the Community Development Office generally no later than 10 days before the second and fourth Thursday of each month (by 5 p. m. on Monday the week before the meeting.)
10. The applicant or his designated agent must be present for the meeting.
11. The following fees will be charged for a Certificate of Appropriateness application at the time the application is submitted to the Community Development Department:

Sign or Merchandise/Landscape Display Application	\$15.00
Renovation or Restoration Application (any changes to a building other than the installation/revision of a sign or merchandise/landscape display)	\$30.00
Temporary Sign/Banner	\$ 5.00