


The City of Norman Historic District Commission FOR CERTIFICATE OF APPROPRIATENESS (COA)		Staff Only Use HD Case #: Date: Received by:	
Note: Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office. 405-366-5311			
Address of Proposed Work:		712 Miller Ave., Norman, OK 73069	
Applicant's Contact Information:			
	Applicant's Name: Jeff Majewski		
	Applicant's Phone Number(s): 713-732-9596		
	Applicant's E-mail address: jeff.majewski@cbre.com		
	Applicant's Address: 13810 Myrtlea Dr., Houston, TX 77079		
	Applicant's relationship to owner: <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Architect		
Owner's Contact Information: (if different than applicant)			
	Owner's Name: Same		
	Owner's Phone Number(s):		
	Owner's E-mail:		
Project(s) proposed: (List each item of proposed work requested. Work not listed cannot be reviewed.)			
1) Repair and replace inoperable exterior garage door.			
2)			
3)			
4)			
Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.			
Authorization: I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer.			
Property Owner's Signature: 			Date: 11/2/23
<input type="checkbox"/> (If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.			
Authorized Representative's Printed Name:			
Authorized Representative's Signature:			Date:

The City of Norman Historic District Commission Certificate of Appropriateness Request
Application Checklist

Supporting Documents

The purpose of supporting documentation is to illustrate existing conditions and proposed work as installed. Photos, site plan, elevation drawings, and specification sheets all need to clearly illustrate both the existing status as well as the proposed changes. It is recommended that you meet with the Historic Preservation Officer prior to submitting your COA application request to ensure you have a complete application by deadline. Incomplete applications will not be forwarded for review by the Historic District Commission. Please contact staff to discuss project before submitting application (405)366-5392.

☒ **A. Documentation of Existing Conditions** – Pictures of the appearance, condition and dimensions of any existing materials to be replaced or altered must be submitted.

☐ **B. Site Plan** – Show existing structures and site elements as well as proposed structures and site elements. The following elements should be included on a site plan drawn to scale:

- ☐ Buildings, garages, sheds
- ☐ Fences, walls
- ☐ Sidewalks, driveways, parking pads
- ☐ Patios, decks, Swimming pools, etc.
- ☐ Trees (see F Tree Preservation Plan)

Note: Additions and New Structures need to show adjacent property structures and site elements on the site plan.

☐ **C. Illustration of the proposed materials and design** - Photos, drawings and/or samples must be provided to illustrate the design, materials, and finishes of the proposed work.

☐ **D. Elevation drawings and floor plans indicating existing and proposed features:**

- | | |
|---|---|
| <input type="checkbox"/> Exterior materials | <input type="checkbox"/> Architectural Elements |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Foundation materials, dimensions | <input type="checkbox"/> Porches, stoops, gutters |
| <input type="checkbox"/> Roof, ridgeline, chimneys | <input type="checkbox"/> Steps, ramps, railings |

☐ **E. Trees Preservation Plan showing (required for major projects only, such as additions).** This can be included on site plan. Show existing large shade trees 8" in diameter or greater and existing ornamental trees greater than 4" in diameter. Description of how existing trees will be protected during construction needs to be provided. Any trees proposed to be removed must be indicated.

☐ **F. Additional Documents for New Construction or Additions:**

- | | |
|---|---|
| <input type="checkbox"/> Streetscape elevation of existing structure and adjacent structures | <input type="checkbox"/> Floor height of proposed house addition, comparison to adjacent properties |
| <input type="checkbox"/> Color Photos of site - front, side and rear | <input type="checkbox"/> Total height of proposed house or addition, comparison to neighboring structures |
| <input type="checkbox"/> Site Plan to include structures, pavement, trees of subject property and adjacent properties | <input type="checkbox"/> Elevation drawings of each façade of proposed house or addition |
| <input type="checkbox"/> Topographical information if proposing to change grades of site | <input type="checkbox"/> Floor Plans |

Request for Certificate of Appropriateness

Applicant: Michelle & Jeff Majewski

OK Address: 712 Miller Avenue, Norman, OK 73069



Request: Approval for replacement of garage door.

The house at 712 Miller Ave. was built in 1951. Review of the City of Norman Historic Preservation Guidelines, 1951 construction falls outside the definition of the Miller Historic District defined as house built between 1910 – 1938 (section 1.6.2). Could not locate specific Guideline requirements for homes outside this time period.

The existing garage was inoperable. Would close on its own, which presented a life safety issue for occupants as well as vehicles. In addition, the prior garage door was not insulated, which created an unacceptable and dangerously frigid environment in the garage during the cold Norman winters.

The garage door was replaced with an insulated, metal door. Per section 2.4.11 of the City of Norman Historic Preservation Guidelines, a garage replacement door can be metal. Original size height & width must be maintained. The replacement door is exactly the same size and style – 4 panel & white.

Wanting to stay within the same genre as our neighbors, we reviewed surrounding properties and noted they had the same type of door as the Miller Ave. replacement. The surrounding properties, have a similar style door, both in material and appearance.

As you can see from the photo above, we are very proud of our Miller Ave. house. We fell in love with the neighborhood and surrounding area. In our humble opinion, we believe we have one of the nicest properties in the neighborhood. As proud parents of 2 University of OK students, we greatly appreciate how the City of Norman has welcomed our family to the town.