Instructions for Historic District Certificate of Appropriateness Application

City of Norman Planning & Community Development – 225 N. Webster Avenue – Norman, OK 73069 – (405) 307-7112

APPLICATION SUBMITTAL STEPS

Step 1: Review the Historic District Preservation Guidelines available at the City of Norman website (http://www.normanok.gov/planning/historic-preservation) or by calling (405) 366-5392.

Step 2: Contact the Historic Preservation Officer to discuss proposed work at (405) 366-5392 or at anais.starr@normanok.gov

Step 3: Submit your application, supporting documents and application fee if applicable, by the deadline. Submission deadline is by the end of the first business day of the month.

REQUIRED DOCUMENTS

Applications will be scheduled for review at the next Historic District meeting only if the completed application and all required materials are submitted through the online portal by the end of the first business day of the month.

- ☑ **Certificate of Appropriateness (COA) Application Form (see attached)**
- ☑ **Property Documentation**
  - Copy of deed showing ownership. If owned by LLC or Trust, documents must be submitted showing the authority to apply.
- ☑ **Certified Adjacent Property Ownership List**
  - A Certified adjacent property ownership list (using City provided Adjacent Radius Map and certified by an approved professional or the Cleveland County Assessor's Office) must be provided.
- ☑ **Site Plan (drawn to scale)**
  - Existing and proposed buildings and site elements (including garages, sheds, fences, walls, sidewalks, driveways, parking areas, patios, decks, pools, and trees).
  - Adjacent property structures shown (for additions or new construction).
- ☑ **Supporting Documents**
  - Photos documenting existing conditions and materials to be altered or replaced.
  - Illustrations of proposed design, materials, and finishes (photos, drawings, and/or samples)
  - Elevation drawings and floor plan showing dimensions, exterior materials, architectural features, doors, windows, roofs, foundations, porches, steps, ramps, railings, and related elements.
  - Specification sheet for proposed materials.
  - Narrative explaining proposed project.
- ☐ **Additional Requirements (if applicable)**
  - Tree Preservation Plan for major projects (show existing trees, protection methods, and any removals).
  - New construction or additions: streetscape elevation with adjacent properties shown, site photos (front/side/rear), topography (if grade changes), height and floor comparisons to adjacent properties, façade elevations, and floor plans.
- ☑ **Application Fee** - $ 75. If an application is approved by Administrative Bypass, there is no application fee.

WHATS NEXT?

Once your application is submitted, the Historic Preservation Officer will review it for completeness. Complete requests are scheduled for a public hearing at the next Historic District Commission meeting (held the first Monday of each month). A notice sign will be posted on the property, and adjacent owners will be notified by mail. You or a representative must attend the meeting, where the Commission will hear public comments and vote on the request. Denials may be appealed to the Board of Adjustment.

Case No. _____

Histric District Certificate of Appropriateness (COA) Application

City of Norman Planning & Community Development – 225 N. Webster Avenue – Norman, OK 73069 – (405) 307-7112

SECTION 1: APPLICANT INFORMATION

Applicant Name: Watermark Investment Properties LLC [redacted]

Address of Proposed work: 707 W Juniper St (Juniper Ln) Norman, OK 73069

Phone number and email of contact person: [redacted]

Applicant relationship to owner: ☐ Self ☐ Contractor ☐ Engineer ☐ Architect

Property Owner's name, phone number, and email (if different than applicant): David Ira Millington [redacted]

Legal: Ross Addition, S 10' of W 60' Lot 10 and W 60' of Lots 11-12, Block 1 (County Acct 43374)

REQUIRED DOCUMENTS

Applications will be scheduled for review at the next Historic District meeting only if the completed application and all required materials are submitted through the online portal by the first business day of the month. Support documents such as site plan, elevation drawings, specification sheets, and narrative must be submitted with the COA application form to be considered complete (see first page for list of required documents).

SECTION 2: PROPOSED WORK

Project(s) proposed (Work not listed here cannot be reviewed): 1) Demolish existing house (ca. 1948), attached garage with 2nd-floor addition, front carport, enclosed rear porch, rear carport and rear outbuilding; remove front driveway/curb cut and chain-link fence. 2) Construct new 2-story single-family residence, approx. 2,850 SF: red brick, new windows, asphalt shingle roof, front porch. Two alternative designs submitted: A - Tudor Revival; B - Colonial Revival. 3) Construct detached rear garage with alley access. 4) New front walk, alley driveway and site work. No trees removed (trimming only). Designs are preliminary; final plans sized to survey and R-1 setbacks per Commission direction. See narrative and attached exhibits.

SECTION 3: AUTHORIZATION AND SIGNATURES

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 Owners Signature: _____ **Date:** _____

Property Owner's Printed Name: David Ira Millington

☑ (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 Representatives Printed Name: Joseph Hernandez, Watermark Investment Properties LLC

Authorized Representatives Signature: _____ **Date:** _____