

APPLICATION FOR HISTORIC REVIEW



Date: 08/15/2024

NOTICE TO APPLICANT

1. Completed applications and drawings must be in the Planning and Engineering Office no later than 10 days business days before the meeting. Regular meetings are held on the 4th Thursday at 6:00 p.m. in the City Hall Council Chambers, or Special Called Meetings as needed.
2. It is imperative that you complete this application in its entirety. Incomplete applications will be returned and could delay the commencement of your project.
3. The presence of the applicant or his/her agent as designated herein is necessary at the Historic Review Commission Meeting.
4. Applications are reviewed using the Secretary of Interior [Historic Preservation guidelines](#).

APPLICANT INFORMATION

Name: Brent Stowers Phone: (972) 516-6371
Mailing Address: 300 Country Club Road
Email: brent.stowers@wylietexas.gov Fax: _____

PROPERTY OWNER INFORMATION

Name: City of Wylie Phone: (972) 516-6000
Mailing Address: 300 Country Club Road
Email: brent.stowers@wylietexas.gov Fax: _____

PROJECT INFORMATION

Name of Business (if applicable): Thomas and Mattie Brown House
Current or intended use of the building: Welcome Center
Address of Project: 301 North Ballard Avenue Wylie, TX 75098

(The below information (Lot, Block, Subdivision, and Frontage) can be obtained on the County Appraisal District's website by entering the physical address of the property: <http://collincad.org> or <http://dallascad.org> or <http://rockwallcad.com>. If you do not have access to the Internet or cannot locate this information on the website, contact the Planning Department at (972)516-6320 for assistance.

Lot 13 14 15 Block 3 Subdivision Brown and Burns Current Zoning DTH

Which District is the property located within?

☒
☐
☐

Downtown Historic District

South Ballard Overlay District

Other _____

SCOPE OF WORK

Remodeling/Renovating

Provide a detailed description of the nature of the proposed alterations and /or repairs (attach additional sheets if necessary):

This project will include removing and replacing damaged ceiling board, trim at column header, and damaged or rotted siding; power wash all previously painted surfaces, sand and scrape any loose paint and sealants; prep and paint previously painted surfaces; seal and caulk all windows and door frames, paint all previously painted surfaces; repair two windows to match existing windows (re-using the glass).

Are you painting an exterior feature? ☒ Yes ☐ No

If Yes:

	Describe Feature	Color Name		Sample Attached	
<i>Example</i>	<i>Window and door frames</i>	<i>SW Autumn Hue (no. 7665)</i>	☒	☐ Yes	☒ No
	Siding	SW Glamour (no. 6031)	☒	☐ Yes	☐ No
	Window/Door Trim, Details	SW Tricorn Black (no. 6258)	☒	☐ Yes	☐ No
	Pillars	SW Creme (no. 7556)	☒	☐ Yes	☐ No

Are you replacing an exterior feature? ☐ Yes ☒ No

If Yes:

	Describe Feature	Current Material	Proposed Material		Sample Attached	
<i>Example</i>	<i>Window Frame</i>	<i>Wood</i>	<i>Vinyl</i>	☒	☐ Yes	☐ No
				☐	☐ Yes	☐ No
				☐	☐ Yes	☐ No
				☐	☐ Yes	☐ No

New Construction

Are you replacing an existing structure? ☐ Yes ☒ No

If Yes, complete "Demolition" below

Demolition

Describe the condition of the existing structure:

What is the estimated cost of restoration or repair of the existing Structure? _____

Explain why the property is being demolished as opposed to restored or renovated for adaptive reuse:

SCOPE OF WORK**Remodeling/Renovating**

Provide a detailed description of the nature of the proposed alterations and /or repairs (attach additional sheets if necessary):

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Are you painting an exterior feature? ☒ Yes ☐ No

If Yes:

	Describe Feature	Color Name	Sample Attached	
<i>Example</i>	<i>Window and door frames</i>	<i>SW Autumn Hue (no. 7665)</i>	☒	☐
	Skirt/Details/Ornate Siding (Fish Scales)	SW Batueu Brown (6033)	☒	☐
	Window/Door Trim, Details	Gallery Green (0015)	☒	☐
			☒	☐

Are you replacing an exterior feature? ☐ Yes ☒ No

If Yes:

	Describe Feature	Current Material	Proposed Material	Sample Attached	
<i>Example</i>	<i>Window Frame</i>	<i>Wood</i>	<i>Vinyl</i>	☒	☐
				☐	☐
				☐	☐
				☐	☐

New Construction

Are you replacing an existing structure? ☐ Yes ☒ No

If Yes, complete "Demolition" below

Demolition

Describe the condition of the existing structure:

What is the estimated cost of restoration or repair of the existing Structure? _____

Explain why the property is being demolished as opposed to restored or renovated for adaptive reuse:

What do you plan to do to mitigate the loss of the landmark structure?

Sign

Type of Sign:

☐

Attached Sign

☐

Pole Sign

☐

Temporary Sign

☐

Banner

☐

Monument Sign

☐

Other

Sign Dimensions:

Total Square Footage

Will the sign be connected to electricity or lit in any way?

☐

Yes

☐

No

If Yes, what is the method of lighting?

Will this sign project over a public sidewalk?

☐

Yes

☐

No

If Yes, what is the distance from the sidewalk to the bottom of the sign?

Have you submitted an application for a Sign Permit to Building Inspections?

☐

Yes

☐

No

Fence

What is the proposed material and style of fence you intend to install?

What is the proposed height of the fence?

Are you replacing an existing fence?

☐

Yes

☐

No

If Yes, what is the current fence material?

Have you submitted an application for a Fence Permit to Building Inspections?

☐

Yes

☐

No

Provide a detailed description of the nature of the proposed project (attach additional sheets if necessary):

REQUIRED ATTACHMENTS:

- Current photographs of the property
- If available, historic photographs of the property
- Site Plan indicating the following:
 - Dimensions of the lot on which the building will be located, including setbacks (check official plat records and Zoning Ordinance)
 - Location and width of all easements (check official plat records)
 - Location and dimensions of all existing and proposed buildings, parking areas, and existing signs (if any)
 - Architect's rendering or elevations of proposed construction
- Sample board of materials and colors to be used
- Site Plan Fee \$350.00 - Check/Card/Cash (Check made payable to City of Wylie)

Intended start and finish dates: Start: 10/01/2024 Finish: 11/30/2024

I have carefully read the complete application and know the same is true and correct. I understand the ordinances governing the activity described in this application, and I agree to comply with all provisions of the City ordinances, State laws, and all property restrictions, whether herein specified or not.

X 

(Owner or Authorized Agent Signature)

REMIT IN PERSON TO:

**City of Wylie
Planning Department
300 Country Club Road, Building 100 Wylie, Texas 75098
(972) 516-6320**

OR

Email to: planning@wylietexas.gov

If emailing, please call number above to make credit card payment over the phone. Applications submitted without payment will not be processed until payment is received.







