



The City of
OKLAHOMA CITY

Planning Department
420 West Main Street, Suite 900
Oklahoma City, Oklahoma 73102

Dear Applicant:

Attached are the documents necessary in order to initiate a Certificate of Appropriateness for changes to the exterior of any property within an Oklahoma City Historic District. Included are the schedule of meetings and deadlines, the application form, and a checklist.

Once you have completed your application and attached your site plan, relevant drawings, sections, elevations, materials list, etc., you must obtain a case number and a fee form from the Planning Department at 420 W. Main Street, Suite 900 and then you must take your payment and the fee form to the 8th Floor of the same building to the Public Works Department Cashier to make payment. Upon receipt of your payment, you will receive two receipts. One copy of the receipt for the application fee must be attached to your application upon submission to our office. **Please note that the cashier closes promptly at 4:30.**

Your application may be mailed or delivered to the attention of the historic preservation staff in the Planning Department, and must be received no later than 5:00 p.m. on the deadline date for the scheduled meeting at which you wish your application to be heard. As complete documentation required to properly review the project must be received by the deadline, you may wish to deliver the packet a few days prior to that date. This will allow staff time to review the file and, if necessary, request additional documentation prior to the deadline.

Lack of sufficient documentation and descriptive material will delay your project, so please do not hesitate to contact our office if you have questions regarding what should be included with your application. Staff can be reached at 297-2576. Staff can assist you with any design issues you may have. Please schedule an appointment for design consultation. Paula Hurst can assist you with any questions regarding your application and the application process. We look forward to receiving your application and assisting you with your project.

Respectfully,

City of Oklahoma City, Planning Department



The City of
OKLAHOMA CITY

2009 Calendar Year Schedule of Regular Meetings

Historic Preservation Commission

All meetings of the Historic Preservation Commission are scheduled to take place in the Council Chambers, City Hall, 200 North Walker Ave., Third Floor

<u>Filing Deadline</u> 2nd Tuesday at 4:00 p.m.	<u>Meeting Time</u>	<u>Meeting Date</u> 1st Wednesday
December 9, 2008	2:00 P.M.	January 7, 2009
January 13, 2009	2:00 P.M.	February 4, 2009
February 10, 2009	2:00 P.M.	March 4, 2009
March 10, 2009	2:00 P.M.	April 1, 2009
April 7, 2009	2:00 P.M.	May 6, 2009
May 12, 2009	2:00 P.M.	June 3, 2009
June 9, 2009	2:00 P.M.	July 1, 2009
July 7, 2009	2:00 P.M.	August 5, 2009
August 11, 2009	2:00 P.M.	September 2, 2009
September 8, 2009	2:00 P.M.	October 7, 2009
October 13, 2009	2:00 P.M.	November 4, 2009
November 10, 2009	2:00 P.M.	December 2, 2009
December 8, 2009	2:00 P.M.	January 6, 2010

Planning Department Staff:

Historic Preservation Planner III
(405)297-3084

Paula Hurst
Office Specialist II
(405)297-1624
paula.hurst@okc.gov



The City of
OKLAHOMA CITY

Staff: HP / HL AA

Case No. _____

Ward ____ Dist. _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

NOTE: any relevant permits must be applied for and paid for separately in the Public Works Dept.

Location of Proposed Work (address) _____

Corner Lot (yes or no): ____ Legal Description of Property (lot, block, addition) _____

Existing property: Year built _____ Exterior wall material _____ Floor area _____ sq.ft.

Itemized Work Items _____

Attached: ____ Site plans____ Elevations____ Plans and Specs____ Fence info____ Materials ____ Fee Receipt

Property Owner's Name (please print clearly) _____

Phone (day) _____ (fax) _____ (other) _____ Email _____

Mailing Address _____ City, State, Zip _____

Is Federal money, a federal license or a federal permit included/required for any part of this project? Yes or No ____
_____. If yes, what Federal agency? _____

Is the property owner pursuing the Federal Tax Credits for Rehabilitation of income producing historic properties? Yes or no
. For questions concerning the federal tax credit program, telephone the State Historic Preservation Office at (405) 522-4479.

Property Owner: I hereby certify that all above statements and statements contained in all attached 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 approved plans in a good and workmanlike manner. I authorize the City of Oklahoma City to enter the property for the purpose of observing and photographing the project area for presentations and to insure consistency between approved proposal and completed project.

Date _____ **Property Owner's Signature** _____

Authorized Representative Name (please print clearly) _____

Phone (day) _____ (fax) _____ (other) _____ Email _____

Mailing Address _____ City, State, Zip _____

Contact: Owner Representative Name _____ Phone _____

I authorize my representative to speak for me in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.

Property Owner's Signature _____

Date _____ **Authorized Representative's Signature** _____

NOTE: Specific deadlines apply to submission of additional documentation or requests for appeals. Should your project be continued or denied, you are responsible for compliance with those deadlines.

Staff: Date received _____ by _____ # Attachments _____ Fee paid _____

Date determined complete _____ by _____ Hearing: date _____ time _____

HISTORIC PRESERVATION COMMISSION APPLICATION

APPLICATION for a CERTIFICATE OF APPROPRIATENESS

Support Documentation Checklist

The applicant is responsible for providing staff with complete documentation of the existing condition of the property and the proposed changes. Illustration via accurate construction drawings is the most effective means of doing so. Drawings do not require preparation by a licensed architect.

All drawings must be to scale (with scale listed), and must detail accurate measurements, locations and materials.

- Filing Fee:** *\$100.00 non-refundable*
(required) Submit to the Development Center of the Public Works Department and attach receipt to application.
- Application:** itemized list of proposed work items, signature of property owner, signature of applicant
- Site Plan of Existing Property** (required for all projects) to scale, with accurate measurements & measured locations, and north arrow
- Site Plan of Property with Any Proposed Changes** (required) to scale, with accurate measurements & measured locations, and north arrow
- Elevation Drawings or Photos of Existing Site:** to scale, titled north, south, east or west elevation, with accurate measurements, and existing materials if relevant
- Elevation Drawings of Proposed Changes:** to scale, titled north, south, east or west elevation, with accurate measurements, and proposed materials if relevant
- Section Drawings: **required for changes in walls, windows, fences, new construction, etc; to scale, with accurate measurements, and materials if relevant**
- Floor Plans: **required for additions and new construction; to scale, with north arrow and accurate measurements**
- Manufacturer's Brochure:** may be submitted to detail specifications on some prefabricated supplies such as windows, doors, garage doors, fence panels, etc.
- Materials List** (required): indicate type of wood, siding, shingle, window, brick, rock, tile, etc.

For complex proposals requiring blue prints, one set of drawings should be full size for detailed staff review. One full set of individual drawings should be submitted on 8 ½" X 11", for copying and distribution purposes. All measurements, materials, notes, etc. must be legible.

If color documents or photos are submitted for review, please submit on 8 ½" x 11" paper.

All or part of the application and attachments may be submitted on a CD.

Should you question the need for any of the support documentation as stated above, please contact staff for verification.

Should you require assistance with setbacks, easements, permits, etc., please contact the Development Center at 297-2525.

Oklahoma City Planning Dept. / 420 West Main Street, Suite 900 / Oklahoma City, Oklahoma 73102 / 405-297-2576