



CITY OF ABILENE

CERTIFICATE OF APPROPRIATENESS APPLICATION AND CHECKLIST:

Date Filed:*

Date for Consideration by the Landmarks Commission:

*must be filed by the 15th of the month to be heard that same month

Case No.

Applicant and/or Agent

Mailing Address - Applicant/Agent (circle One):

Phone/Fax: Applicant/Agent (circle one):

Name of Building or Site (if applicable)

Landmark Address:

Legal Description of Landmark:

Present Zoning: Land Use:

Historic Zone Case No:

The Commission is appointed to assist you, but it also has the responsibility of protecting significant historic properties from inappropriate changes. It is important to remember that the Landmarks Commission will not approve your project unless the Commission is shown to its satisfaction that the project is necessary and/or consistent with the historical character of the property. Answer the following statements carefully and provide as much information as possible so the Commission can make an informed decision.

1. Brief Description of Project: (must include material, color, size and all details to help the Commission to make a decision)

Blank lines for project description

2. Reason(s) you feel the proposed exterior work is necessary and/or consistent with the historical character of the property (use additional space on the back of this form or by attaching additional sheets if necessary).

Blank lines for reasons

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3. Additional required information on a case by case basis. Staff will help you determine which of the following are needed:

- (1) Current description of and/or photograph(s) of the existing structure.
- (2) Sketches, plans, specifications of work; all plans or specifications must be on file with the Building Inspection Division at least 20 days before the Landmarks Commission hearing date.
- (3) Historic photographs (if available) that the proposed work is based upon
- (4) Sample of material(s) to be used (if applicable).
- (5) A letter from the Texas Historical Commission if they are also reviewing the project.
- (6) Secure a copy of the Secretary of the Interior's Standards for Rehabilitation (it is what is used by the Commission as a guideline) from Planning Division - Room 100, City Hall.

4. At the public hearing, it would be beneficial to include the following in your presentation.

- (1) Address **all** exterior surfaces or signs as to material and color.
- (2) If an architect is involved, he/she should be present.
- (3) Elevation drawing(s) or artistic renderings (if available).
- (4) Address any interior public spaces (if applicable).

Note: the applicant, staff, or Commissioners can initiate a pre-hearing planning meeting with staff and Commissioners. This meeting might be necessary depending on the size and complexity of the project.

Signature of Property Owner or Agent: _____ Date: _____

Commission Action:

Signature of Chairman of the Landmarks Commission:

Date: _____ Preliminary Approval

_____ Denial

Date: _____ Final Approval After Work is Inspected and Completed

_____ Denial