



**CERTIFICATE OF APPROPRIATENESS**  
**HISTORIC AND CULTURAL LANDMARKS COMMISSION**  
100 FORT WORTH TRAIL, FORT WORTH, TX 76102 (817) 392-8000 / FAX: (817) 392-8574

**APPLICATION DEADLINES AND MEETING DATES**

**2026 Application Deadline ..... HCLC Meeting Date**  
December 16 ..... January 12  
January 20 ..... February 9  
February 16 ..... March 9  
March 16 ..... April 13  
April 20 ..... May 11  
May 18 ..... June 8

**2026 Application Deadline ..... HCLC Meeting Dates**  
June 15 ..... July 13  
July 20 ..... August 10  
August 17 ..... September 14  
September 14 ..... October 12  
October 19 ..... November 9  
November 16 ..... December 14

**HISTORICAL PROPERTY LOCATION**

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ State: \_\_\_\_\_

**PROPERTY OWNER/AGENT CONTACT DETAILS**

Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ State: \_\_\_\_\_

City: \_\_\_\_\_ Email: \_\_\_\_\_

Agent (if any): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street & Number: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**ACKNOWLEDGEMENTS**

I certify that the information contained in this application for a COA is correct and complete to the best of my knowledge, and that I am now or will be fully prepared to present the application to the HCLC at its public hearing. I understand that the HCLC may consider my application regardless of whether I or my agent or representative is present at the public hearing. I authorize members of the HCLC and employees of the City to visit and inspect the property that is the subject of this application.

I understand that in considering any application before the HCLC, the HCLC determines whether the proposed work complies with the applicable design standards and guidelines and the *Secretary of the Interior's "Standards for the Treatment of Historic Properties"* and that copies of these Standards will be furnished upon my request.

I understand that the HCLC may issue waivers from the applicable design standards and guidelines if the applicant can prove one of the following by a preponderance of the evidence:

1. That no reasonable alternative exists to recover the cost of the proposed work if it is required to be in accordance with the design standards and guidelines.
2. That no reasonable opportunity exists to technically execute the work that is required by the applicable guidelines.

I understand that any property owner dissatisfied with the decision of the HCLC regarding the issuance or denial of a COA shall have the right to appeal that decision to the appropriate Board of Adjustment within 15 calendar days after the HPO mails written notification of the decision to the applicant. The appeal must be in writing and filed with the HPO and the City Secretary and must specify the grounds for such appeal. I agree to provide any additional information necessary for assessing the COA as requested by the HPO or the HCLC.

Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

*Si necesita un traductor, por favor marque aqui \_\_\_\_\_. Se proporcionara un traductor sin costo para usted.*

# CERTIFICATE OF APPROPRIATENESS

## What is a Certificate of Appropriateness (COA)?

An authorization, issued by the HCLC or when administratively authorized, the Historic Preservation Officer (HPO), permitting the alteration, addition, demolition, or new construction that affects a historic property or historic district.

### EXTERIOR CHANGES BEING PROPOSED

### BASIC INFORMATION REQUIRED\*

<b>Replacing historic materials</b> <input type="checkbox"/>	a <input type="checkbox"/> with same material	→ A <b>Condition Assessment</b> with photographs to clearly explain the existing condition of the material that is proposed to be removed
	b <input type="checkbox"/> with different material	→ A <b>Condition Assessment</b> with detailed photographs to clearly explain the existing condition of the material proposed to be removed; photographs of existing materials and samples or accurate photographs/dimensions of materials being proposed

**Condition Assessment** — Is a summary description of the structure's existing condition combined with a detailed description of individual exterior material components including the foundation, siding, masonry, windows, doors, porches, trim, cornice, roof, etc. and an evaluation of the type of work that would be necessary to repair/correct deteriorated conditions.

<b>Removing non-historic material</b> (including previous additions) <input type="checkbox"/>	a <input type="checkbox"/> from historic structure	→ Photographs <u>plus</u> a <b>Temporary Protection Plan</b> describing how adjacent or nearby historic material will be protected during the proposed work
	b <input type="checkbox"/> non-historic structure	→ Photographs of non-historic material

**Temporary Protection Plan**—is a description of potential risks to a historic property that could result from undertaking the proposed work with a plan or explanation as to how those risks will be avoided or mitigated

<b>Alteration(s)</b> (to porches, walls, roofs, doors, windows, etc.) <input type="checkbox"/>	→ Detailed photographs and accurate drawings to scale, showing the property as it exists today as well as what the property would look like with the proposed alteration(s). Drawings (site plan, elevations, plans (including roof plan) and details need to show the proposed work in relation to the structure that is proposed to be altered; material samples/dimensions may be required
<b>Addition(s)</b> <input type="checkbox"/>	→ Dimensioned site plan, floor plan(s), elevations with materials noted (all elevations and plans to be shown in relation to any structures on the site), sections, details, renderings or three-dimensional illustrations; existing structure receiving the addition must be shown in full, accurately and to scale; existing grade to roof eave/ridge heights may be required to be shown
<b>Restoration/Reconstruction</b> <input type="checkbox"/>	→ Dimensioned site plan, floor plan(s), and elevations with materials noted (all elevations and plans to be shown in relation to any structures on the site), sections, details, renderings or 3D illustrations of the existing structure <u>plus</u> <b>historic photographs or archival drawings</b> that show the appearance of the property at an earlier period (evidence that informs the proposed work)
<b>Relocation</b> <input type="checkbox"/>	a <input type="checkbox"/> of a historic structure → Information that the property is in eminent danger and that relocation is the only means of saving it. An assessment of the significance and integrity of the property may be required along with a Site Plan of the existing/proposed site; a streetscape elevation may be required showing the context of the relocated structure
	b <input type="checkbox"/> non-historic structure → Site Plan of the existing/proposed site along with photographs of the existing structure and the two sites; a streetscape elevation may be required showing the relationship of the relocated structure to adjacent/nearby structures

\*Information requirements may vary from one property to another and depending on the scope and nature of work being proposed. The Historic Preservation Officer may require additional information to fully assess an application.

## EXTERIOR CHANGES BEING PROPOSED

## BASIC INFORMATION REQUIRED\*

### Waiver from Design Standards and Guidelines

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for HC/HSE structures only → Two independent cost estimates for the work that needs to be done to be compliant with the Standards and Guidelines (provide samples, shop drawings, detail specifications, photographs, etc.)

### Demolition

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a ☐ of a DD structure → General and detailed photographs of the existing structure; assessment of significance and condition to inform the exploration of alternatives; site plan

b ☐ of HC/HSE structure → An assessment of the significance and integrity of the property; information that shows consideration of alternatives; proof of economic hardship; site plan; Salvage Plan and Documentation of the existing structure

c ☐ non-historic structure → General photographs of the structure and a site plan confirming the location of the structure

**Salvage Plan** — is an illustrated description of sound/repairable historic fabric or features that will be removed/disassembled, temporarily stored, and retained for reuse. A Salvage Plan will describe the procedures necessary for the rescue of materials prior to any demolition or alteration of a designated property so that the materials will be safeguarded from damage or loss.

### New Construction

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→ Dimensioned site plan, floor plan(s), elevations with materials noted (all elevations and plans to be shown in relation to any structures on the site), sections, details, a streetscape elevation showing the relationship of the new construction to adjacent/nearby structures; contextual site plan showing the relationship between the proposed structure and neighboring structures; renderings or 3D illustrations.

### Other Proposed Changes Not Identified Above

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## DESCRIPTION OF PROPOSED WORK

Please describe in detail, the work that you intend to complete. If necessary, continue on a separate sheet and attach to your application. If you are submitting plans that include a description of the proposed work, skip this section.

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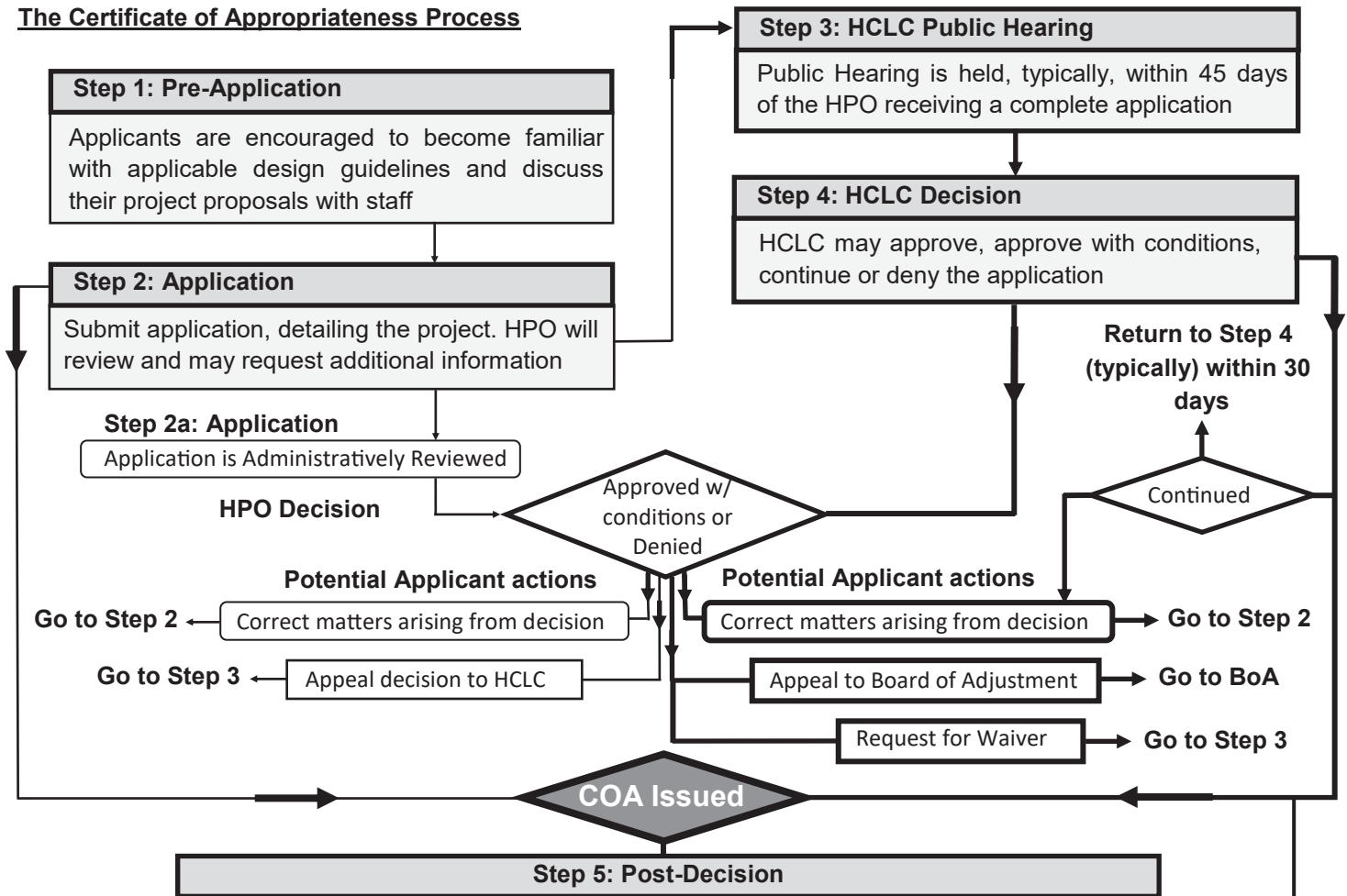
\*Information requirements may vary from one property to another and depending on the scope and nature of work being proposed. The Historic Preservation Officer may require additional information to fully assess an application.

## CERTIFICATE OF APPROPRIATENESS (HC/HSE-designated properties)

### What is a Certificate of Appropriateness (COA)?

An authorization, issued by the Historic and Cultural Landmarks Commission (HCLC) or when administratively authorized, the Historic Preservation Officer (HPO), permitting the alteration, addition, demolition, or new construction that affects a historic property or historic district.

### The Certificate of Appropriateness Process



## CERTIFICATE OF APPROPRIATENESS (DD-designated properties)

