

# Urban Design District General COA Application Checklist

## **Step 1: Check if you are in an Urban Design District**

### Zoning map

- Make sure the Overlay District box is checked- this will visibly show the areas that are managed by the UDC
- Type in your address into the locate an address tab
- Take note of which district you are in, including the subdistrict
  - o Each district has a different set of guidelines, some of which vary by subdistrict. See below the urban design districts or overlays and their applicable code abbreviation, as shown in the Zoning web map.
    - [Near Southside \(NS-T\)](#)
    - [Camp Bowie \(CB\)](#)
    - [Berry St \(BU\)](#)
    - [Panther Island \(PI\)](#)
    - [1-35W Overlay \(I-35\)](#)
    - [Trinity Lakes \(TL\)](#)
    - [Panther Island Peripheral \(TU\)](#)
    - [Stockyards \(SY\)](#)
  - o Each of these links will take you to the webpage for the district which includes the design guidelines, a map of the district, link to the application pdf, the Urban Design Commission meeting calendar and most importantly; a link to Accela Citizen Access

- If your property falls within one of the code areas as noted above, you will need a COA for the following items:

- New construction
- Sign permit
- Parking lot
- Façade refaces

-Read through the guidelines and check them against the plans for the property before you apply for a Certificate of Appropriateness. You will save time in the review process if you have already met the specifications as best as possible. This process should bring to your attention if there are any specifications you would like to request waivers from.

## **Step 2: Applying for a Certificate of Appropriateness**

-If you do not already, please make an account on [Accela Citizen Access](#). You can apply for any and all permits you need through Accela, get updates about the process, and upload documents for review.

-Follow the procedure as shown in the below document, but instead of HCLC select “Planning>Urban Design Commission” for application type and subtype.

### How to Apply for a COA Online

### **Items to include:**

### Application for a Certificate of Appropriateness

- **Signed by owner and dated**
- **Scope of work included**

#### **Site Plan**

- All setbacks labeled
  - o Setbacks vary by district and within districts by subdistrict

#### **Landscape Plan**

- Be sure to include
  - o Placement
  - o Spacing
  - o Width
- Of all street elements i.e.
  - o Side walk
  - o Buffer strip
  - o Street trees
  - o Pedestrian lighting

#### **Elevations**

- Include all
  - o Materials
  - o Fenestration percentages
  - o Measurements
    - Building heights
    - Individual floor heights

#### **Parking table and count**

- Parking count per unit (if residential)
- Parking count per sf of use (if non-residential)

### **Additional**

#### **UDC Waiver Requests and Recommendations**

If you have met the design guideline specifications as best as possible and wish to request a waiver from the guidelines you will need to go before the Urban Design Commission and demonstrate how the proposed project is meeting the intent of the district and subdistrict. Please contact staff to review your request. Application deadlines and hearing dates for the Urban Design Commission can be found at the link below:

[Urban Design Commission 2022-23 Meeting and Applications Calendar](#)