

**City of Denison
Historical Preservation Board
Certificate of Appropriateness Application**

Owner(s) of Property: _____

Address of Property: _____

Mailing Address: _____

Telephone Number: _____ Email: _____

Please check the property(s) primary material type:

Wood _____ Brick _____ Stucco _____

Please check the property(s) primary use:

Residential _____ Commercial _____

Are the changes being made to the property to adapt the property to a new use?

Yes _____ No _____ If yes, please state the property's intended new use:

Contractor's Name: _____

Contractor's Phone #: _____ Cell # _____

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH THE COMPLETED APPLICATION:

1. Letter of Intent
2. Current photograph of property;
3. Historical photograph (if available)
4. Samples materials and/or colors swatches
5. Site Plan (proposed & existing site)
6. Elevation drawings of proposed changes (This does not have to be professional architectural drawings. Clear hand drawings are acceptable.);
7. If signage is involved, please provide a scale drawing indicating the lettering type dimensions, colors, location, and method illumination.

ALL ATTACHMENTS SHOULD BE 11" X 17" OR SMALLER

**PLEASE CHECK ALL THAT APPLY REGARDING THE WORK
TO BE DONE ON THE PROPERTY:**

MASONRY

_____ Repointing

_____ Cleaning

_____ Removing paint

_____ Painting What Color? _____

_____ Repairing, replacing or removing decorative masonry features

_____ Application of waterproof, water repellent, or other coatings

WOOD

- Painting
- Removing paint
- Repairing, replacing or removing decorative wood features such as columns, brackets, window, and doors
- Applying chemical preservatives

ROOF

Repairing, replacing, or removing roof features, and materials such as dormers, chimneys, slates, tiles, wood shingles, or metal.

WINDOWS

- Repairing or replacing sashes
- Changing the number, size, location and glazing pattern of window through cutting new openings or blocking in existing windows.
- Replacing windows

ENTRANCES AND PORCHES

- Repairing, replacing or removing entrance and porch features such as doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs.
- Removing an entrance porch
- Closing in an entrance porch

ADDITIONS

- Additions to the primary façade
- Other additions

DEMOLITION

- Residential
- Commercial

OTHER

Please explain. _____

PLEASE PROVIDE OR ATTACH DETAILED DESCRIPTION OF THE PROPOSED WORK (Include attachments, if necessary, and any additional information you feel may be helpful in order to visualize the proposed work):

Certificate of Appropriateness becomes null and void if construction authorized is not commenced within one year. This certificate must be presented to obtain the required building permit.

I hereby certify that I have reads and examined this application and know the same to be true & correct. All provisions of laws and ordinances governing this type of work with be complied with whether specified or not. The granting of a Certificate of Appropriateness does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant's Signature: _____ Date: _____

Date Received: _____ Filing Fee: \$ _____ Check # _____ Receipt # _____

File# _____ Built Circa: _____