



**CERTIFICATE OF APPROPRIATENESS APPLICATION
HISTORIC PRESERVATION OFFICE
PLANNING AND INSPECTIONS DEPARTMENT**

**City of El Paso, Texas
801 Texas Avenue
El Paso, TX 79901
915-212-1567**

I. CONTACT INFORMATION

PROPERTY OWNER(S): _____
 ADDRESS: _____ ZIP CODE: _____ PHONE: _____
 E-MAIL ADDRESS: _____ FAX: _____
 REPRESENTATIVE(S): _____
 ADDRESS: _____ ZIP CODE: _____ PHONE: _____
 E-MAIL ADDRESS: _____ FAX: _____

II. PARCEL INFORMATION

PROPERTY ADDRESS: _____
 LEGAL DESCRIPTION: _____
 PROPERTY IDENTIFICATION NUMBER: _____
 HISTORIC DISTRICT: _____ REP. DISTRICT: _____
 HISTORIC STATUS: _____

III. PROPOSED SCOPE OF WORK (check all that apply)

- NEW CONSTRUCTION
- STRUCTURAL REPAIR
- OTHER: _____
- ADMINISTRATIVE REVIEW APPEAL
- NON-STRUCTURAL REPAIR _____
- ADDITION TO STRUCTURE _____

IV. DETAILED DESCRIPTION OF WORK

(Describe proposal and building materials to be used; design type; design elements; i.e. windows, doors, roof; proposed colors; etc. Attach additional page if necessary.)

V. ADDITIONAL INFORMATION

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):
 Printed Name: _____ Signature: _____
 OWNER'S REPRESENTATIVE FOR THE ABOVE DESCRIBED PARCEL(S):
 Printed Name: _____ Signature: _____

Note: Signatures are required for all owners of record for the property. Attach additional signatures on a separate sheet of paper.

****OFFICE USE ONLY****

PHAP _____ RECEIVED DATE: ___/___/___ FILED DATE: ___/___/___
 HLC REVIEW DATE: ___/___/___ RECEIVED BY: _____
 UNLESS OTHERWISE SPECIFIED, THE EL PASO HISTORIC LANDMARK COMMISSION MEETS AT 4:00 PM,
 CITY COUNCIL CHAMBERS, 1ST FLOOR, CITY HALL BUILDING, 300 N. CAMPBELL, EL PASO, TX 79901

REQUIRED DOCUMENTATION FOR APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

- APPLICATION FOR CERTIFICATE OF APPROPRIATENESS** - Applications must be typewritten or printed in ink in legible form. Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Historic Preservation Office reviews the application for accuracy and completeness. Completed applications shall be accepted and scheduled on a first-come, first-serve basis.
- SCALED PLOT PLAN** - One (1) full size copy (2' x 3') and one (1) copy on 8 1/2" x 11" paper of the plot plan, including the following information:
- a. Legal description of the property;
 - b. Lot lines with dimensions of the areas;
 - c. Location and arrangement of existing structure(s);
 - d. Location, type, and arrangement of windows, doors, & other openings where applicable (Include a sample of each type of window or door from brochure, catalog, or manufacturer);
 - e. Square footage of existing structures, including number of dwelling units;
 - f. Required yards and setbacks;
 - g. Proposed building materials (i.e., concrete, stucco, wood, metal);
 - h. Sample of proposed color(s) and texture (i.e. color swatch with name, manufacturer and number);
 - i. Material and product samples from brochure, catalog or manufacturer;
 - j. Open spaces, where applicable;
 - k. Landscaped planted areas, including square footage and dimensions where applicable;
 - l. Architectural design of buildings, modifications, additions, or new construction (floor plan(s) and elevations);
 - m. Construction details for roofs, walls, floors, and foundations;
 - n. Shop drawings, cut sheets, elevations, plans, and sections with dimensions for windows, doors, architectural components, and structures as needed.
- PROOF OF OWNERSHIP** - One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application for certificate of appropriateness is the current property owner.
- PHOTOGRAPHS** - One (1) hard copy of color photographs showing current conditions of the site and structures.

IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT THE TIME THE APPLICATION IS SCHEDULED FOR HEARING BEFORE THE HISTORIC LANDMARK COMMISSION (HLC), THE CASE MAY, AT THE DISCRETION OF THE HLC, BE POSTPONED, OR MAY BE HEARD WITHOUT THE APPLICANT'S PRESENCE OR REPRESENTATION. IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT A POSTPONED HEARING, THE CASE MAY BE ACTED ON BY THE HLC OR AUTOMATICALLY DISMISSED FOR WANT OF PROSECUTION. FAILURE TO RECEIVE A NOTICE BY THE CITY SHALL NOT EXCUSE THE FAILURE TO APPEAR.

ISSUANCE OF A CERTIFICATE OF APPROPRIATENESS BY THE HISTORIC LANDMARK COMMISSION DOES NOT GUARANTEE ISSUANCE OF A BUILDING PERMIT BY THE BUILDING PERMITS & INSPECTIONS DEPARTMENT. ALL PROPOSED NEW CONSTRUCTION, MODIFICATIONS, ADDITIONS, CHANGES, DEMOLITIONS, OR ALTERATIONS ARE SUBJECT TO ALL CITY CODES OR ORDINANCES.

Pursuant to Title 20 Chapter 67:

20.67.190 Appeal to the City Council.

Any applicant or the owner of any property located within three hundred feet of any landmark, or the owner of any property within the same historic district as the subject of the appeal, who is aggrieved by a ruling of the commission concerning that landmark under the provisions of this section, may, within fifteen days after the ruling of the commission, appeal to the City Council by filing written notice of such appeal with the City Clerk. Following a public hearing to be held within sixty days of the filing of such notice of appeal, the City Council may, by a simple majority vote, uphold or overturn any ruling of the commission made pursuant to this chapter (Ord. 0167367, 2006: Ord. 13016 (part), 1996: Ord. 11678 § 6, 1993: Ord. 10823 (part), 1992)

The appeal must be accompanied by the appropriate fee.