

HOUSTON ARCHAEOLOGICAL AND HISTORICAL COMMISSION



PLANNING &
DEVELOPMENT
DEPARTMENT

2024 HAHC SCHEDULE

COA APPLICATION DEADLINE (5 pm)	HAHC MEETING DATE (2:30 pm)
Mon, December 18, 2023	Thurs, January 18
Mon, January 22	Thurs, February 15
Mon, February 19	Thurs, March 14
-	Thurs, April 11 (Training Only)
Mon, April 15	Thurs, May 9
Mon, May 20	Thurs, June 20
Mon, June 24	Thurs, July 18
Mon, July 22	Thurs, August 15
Mon, August 19	Thurs, September 12
Mon, September 16	Thurs, October 10
Mon, October 14	Thurs, November 7
Mon, November 18	Thurs, December 12
Mon, December 16	Thurs, January 16, 2025

<p>MEETING TIME & LOCATION: 2:30 p.m. City Hall Annex City Council Chambers, Public Level 900 Bagby Street, Houston, TX and Virtual TEAMS option</p>	<p>FOR MORE INFORMATION: http://www.houstontx.gov/planning/HistoricPres/ es/ email: historicpreservation@houstontx.gov phone: 832-393-6556</p>
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Applications: All applications must be submitted via Historic Preservation Tracker at [CoH-Houston Preservation Tracker \(houstontx.gov\)](https://www.houstontx.gov/planning/HistoricPres/certofapp.html) or <https://cohweb.houstontx.gov/hpt/>. Application forms can be downloaded at <https://www.houstontx.gov/planning/HistoricPres/certofapp.html>

Complete Applications: All materials must be submitted by the deadline listed above to be considered at the following HAHC meeting. Designs must be final at time of application; **major revisions will not be accepted after the deadline.** HAHC will not accept new material or redesigns presented at the HAHC meeting; a deferral until the following meeting may be necessary to allow for adequate review.

Fees: All COA applications have an application fee. See the Application Fee Information at the City's Finance Department web site via <https://www.houstontx.gov/planning/HistoricPres/certifapp.html>. Project revisions of already approved COA's pay the full alteration fee, which is similar to the original fee. The addition fee is not applicable for project revisions.

Notice Sign: All COA applications require a public notice sign to be posted on the property within **3 calendar days** after application submission. See the COA Sign Requirements at: <https://www.houstontx.gov/planning/HistoricPres/certifapp.html>

COA Due Dates: Certificate of Appropriateness (COA) applications are due 22 calendar days or more in advance of the HAHC meeting **by 5 pm**, on or before **the deadline date listed above**. Application forms can be downloaded at: <https://www.houstontx.gov/planning/HistoricPres/certifapp.html>

COA Deferral Due Date: Revisions to items deferred at a HAHC meeting, and fee, are due at least **17 days** in advance of the next meeting.

Administrative Approval: Some applications may qualify for approval by the Planning Director. Staff will notify applicants.

Pre-Application Design Review and Staff Assistance: You may apply for a pre-application design review and staff will help you with required application materials and design details based on the ordinance. Apply on Preservation Tracker. No fee required; pre-applications are assigned for consideration weekly by staff teams. <https://cohweb.houstontx.gov/hpt/>.

Draft dated 10-02-23, Action by HAHC 10-12-23, revised submission time 11-07-23