

# HOUSTON ARCHAEOLOGICAL AND HISTORICAL COMMISSION



PLANNING &  
DEVELOPMENT  
DEPARTMENT

## 2025 HAHC SCHEDULE

COA APPLICATION DEADLINE (5 pm)	HAHC MEETING DATE (2:30 pm)
December 16, 2024 (3 <sup>rd</sup> Monday)	January 16, 2025 (3 <sup>rd</sup> Thursday)
January 20 (3 <sup>rd</sup> Monday)	February 27 (4 <sup>th</sup> Thursday)
-	March 13 (Training 2 <sup>nd</sup> Thursday)
March 3 (1 <sup>st</sup> Monday)	April 10 (2 <sup>nd</sup> Thursday)
April 7 (1 <sup>st</sup> Monday)	May 8 (2 <sup>nd</sup> Thursday)
May 5 (1 <sup>st</sup> Monday)	June 5 (1 <sup>st</sup> Thursday)
June 9 (2 <sup>nd</sup> Monday)	July 17 (3 <sup>rd</sup> Thursday)
July 14 (2 <sup>nd</sup> Monday)	August 14 (2 <sup>nd</sup> Thursday)
August 11 (2 <sup>nd</sup> Monday)	September 11 (2 <sup>nd</sup> Thursday)
September 8 (2 <sup>nd</sup> Monday)	October 9 (2 <sup>nd</sup> Thursday)
October 6 (1 <sup>st</sup> Monday)	November 6 (1 <sup>st</sup> Thursday)
November 3 (1 <sup>st</sup> Monday)	December 11 (2 <sup>nd</sup> Thursday)
December 8 (2 <sup>nd</sup> Monday)	January 15, 2026 (3 <sup>rd</sup> Thursday)

<p><b>MEETING TIME &amp; LOCATION:</b> 2:30 p.m. City Hall Annex City Council Chambers, Public Level 900 Bagby Street, Houston, TX</p>	<p><b>FOR MORE INFORMATION:</b> <a href="http://www.houstontx.gov/planning/HistoricPres/">http://www.houstontx.gov/planning/HistoricPres/</a> email: <a href="mailto:historicpreservation@houstontx.gov">historicpreservation@houstontx.gov</a> phone: 832-393-6556</p>
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### NOTES (page 1 of 2)

**Applications:** All applications must be submitted via Historic Preservation Tracker at [CoH-Houston Preservation Tracker \(houstontx.gov\)](http://www.houstontx.gov/planning/HistoricPres/certifapp.html) or <https://cohweb.houstontx.gov/hpt/>. Application forms can be downloaded at <https://www.houstontx.gov/planning/HistoricPres/certifapp.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 09-16-24, Action by HAHC 10-10-24