

# Certificate Of Appropriateness: Alteration/Addition Worksheet



**PLANNING & DEVELOPMENT DEPARTMENT**

(For Houston Heights East, West, or South Districts only)

Please review Houston Heights Design Guidelines for more clarification or larger images - Section 5 - See link here:

[https://www.houstontx.gov/planning/HistoricPres/Design\\_Guide\\_Heights\\_District/july2018/Houston-Heights-Design-Guidelines-July2018.pdf](https://www.houstontx.gov/planning/HistoricPres/Design_Guide_Heights_District/july2018/Houston-Heights-Design-Guidelines-July2018.pdf)

**\* This form is required. Failure to include accurate and complete requested information below may result in an incomplete application and delay the review/recommendation of the proposed project to Director and HAHC.**

Please fill out all information to the best of your knowledge. Not all fields will apply to every project.

**Address:** \_\_\_\_\_ **Lot Size** (Total Sq Ft): \_\_\_\_\_

**Lot Dimensions** (W X L): \_\_\_\_\_

General Addition Info:		Existing	Proposed Demolition	Proposed/New square footage only
Primary Building	Square Footage (including garage and accessory structures)			
OR	Total Conditioned Living Space			
Accessory Structure	Stories			

**Historic Preservation Tracker** now offers a calculator for Lot Coverage and Floor to Area Ratio (FAR). Please create an application here <https://cohweb.houstontx.gov/HPT/login.aspx> and use that tool to calculate and save a **draft** of your application. We will also accept documents uploaded to Tracker that prove these calculations are accurate. Please refer to Section 5 pages 5-9 and 5-12 in the design guidelines for what square footage must be included or is exempt from each calculation. [https://www.houstontx.gov/planning/HistoricPres/Design\\_Guide\\_Heights\\_District/july2018/Houston-Heights-Design-Guidelines-July2018.pdf](https://www.houstontx.gov/planning/HistoricPres/Design_Guide_Heights_District/july2018/Houston-Heights-Design-Guidelines-July2018.pdf)

Drawings must be labeled with measurements and support these numbers

## Maximum Lot Coverage:

Total Lot Coverage (base sq ft)* =	
Total Lot Coverage (% based on lot size) =	

LOT SIZE	MAXIMUM LOT COVERAGE
<4000	.44 (44%)
4000-4999	.44 (44%)
5000-5999	.42 (42%)
6000-6999	.40 (40%)
7000-7999	.38 (38%)
8000+	.38 (38%)

## Floor to Area Ratio (FAR):

FAR (sq ft) =	
FAR (% based on lot size) =	

LOT SIZE	MAXIMUM FAR
<4000	.48
4000-4999	.48
5000-5999	.46
6000-6999	.44
7000-7999	.42
8000+	.40

## Window information:

Are all windows inset & recessed? YES or NO

Window Notes:  
Please upload vendor and material information documents into Preservation Tracker

Please fill out the window worksheet and review guidelines for drawing submissions  
See link for more info: <https://cohweb.houstontx.gov/HPT/login.aspx>

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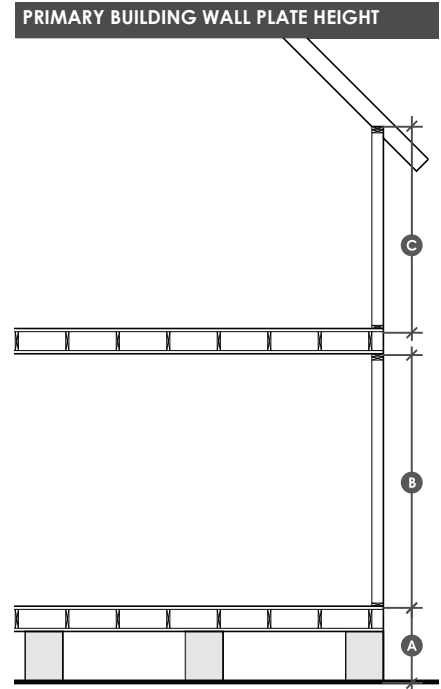
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## Building Wall (Plate) Height:

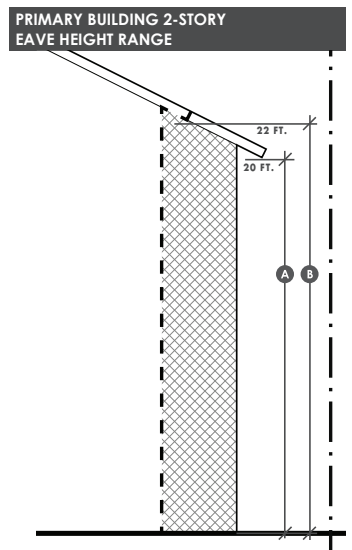
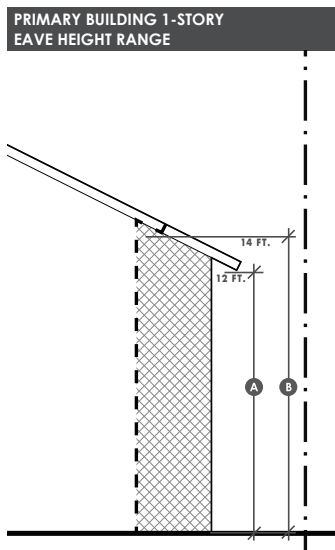
KEY	MEASUREMENT	APPLICATION
A	36 IN.	Maximum finished floor height (as measured at the front of the structure)
B	10 FT.	Maximum first floor plate height
C	9 FT.	Maximum second floor plate height



	Existing	Proposed/ New only
A. Finished floor height measured @ front from grade		
B. First floor height (Plate Height) from max finished floor height		
C. Second floor height (Plate Height) from first floor height		

## Ridge and Eave Height:

	Existing	Proposed/ New only
Stories		
Max Ridge Height		
Max Eave Height		



KEY	MEASUREMENT	APPLICATION
A	12 FT.	Maximum 1-story eave height at the 5 FT. minimum side setback
B	14 FT.	Maximum 1-story eave height at 7 FT. or greater side setback

KEY	MEASUREMENT	APPLICATION
A	20 FT.	Maximum 2-story eave height at the 5 FT. minimum side setback
B	22 FT.	Maximum 2-story eave height at 7 FT. or greater side setback

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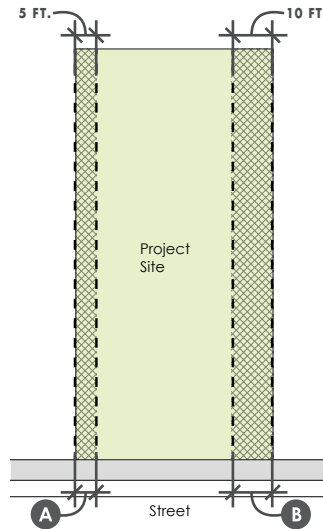
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## Setbacks From Property Line:

	Existing	Proposed	Shares property line with neighbor -Y/N?
North			
South			
East			
West			

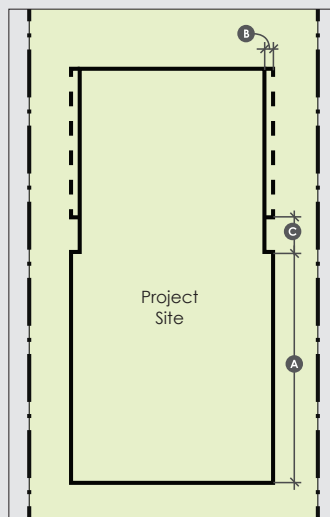


KEY	MEASUREMENT	APPLICATION
A	3 FT.	Minimum distance between side wall and the property line for lots less than 35 feet wide
	5 FT.	Minimum distance between the side wall and the property line
B	REMAINING	Difference between minimum side setback of 5 feet and minimum cumulative side setback
	6 FT.	Minimum cumulative side setback for lots less than 35 feet wide
C	10 FT.	Minimum cumulative side setback for a one-story house
	15 FT.	Minimum cumulative side setback for a two-story house

Note: This diagram shows just one example of a side setback configuration

## Max Width/Depth (Overall)

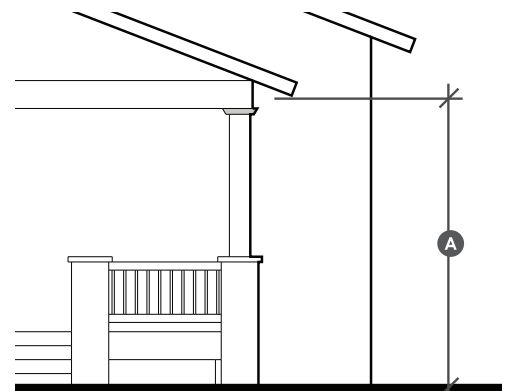
*widest building wall corner to corner*	Existing	Proposed
Max Width		
Max Depth		
Side wall inset width *if applicable		



SIDE WALL LENGTH		
KEY	MEASUREMENT	APPLICATION
A	50 FT.	Maximum side wall length without inset (1-story)
	40 FT.	Maximum side wall length without inset (2-story)
	1 FT.	Minimum depth of inset section of side wall (1-story)
B	2 FT.	Minimum depth of inset section of side wall (2-story)
C	6 FT.	Minimum length of inset section of side wall

## Porch Measurements (if applicable):

Proposed/New	Existing/Front	Rear Porch	Side Porch	Side Porch
A. Eave Height				
Width				
Depth				
Railing Height				



KEY	MEASUREMENT	APPLICATION
A	9-11 FT.	Minimum and maximum 1-story porch eave height.

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## Material Info:

### Foundation:

	Existing	Proposed
Type		
Material		

Do you have flooding issues?                      YES                      NO

### Roof:

	Existing	Proposed
Pitch		
Style		
Material		

### Cladding:

	Existing	Proposed
Primary Siding Material <small>*If using cementitious siding, smooth is recommended.</small>		
Primary Siding Width Reveal (exposed width)		
Skirting Material		
Soffit Material		
Fascia Material		

### Porch Details:

	Existing	Proposed
Decking Material		
Pier/Base Material		
Column Material		
Step Material		
Railing Material		

## Questions or Additional Information:

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