Certificate of Appropriateness Process (CoA)

City of Houston, Planning and Development Department, Office of Preservation



CoA Process Do you qualify for an Fill out the CoA Application at **Houston Archaeological and Historical** exemption? Commission (HAHC) Review bit.ly/Hist CoA There are three possible outcomes **EXEMPTIONS LIST:** Submit the application at bit.ly/Submit HPT The following exemptions don't require a Certificate of Appropriateness (CoA): OR NO YES Option to work with staff to 1) Interior alterations, and rear building Deferred amend or clarify information changes not visible from the street OR 2) Rebuilding due to destruction by Staff will determine options natural disaster Approved: Contact **Approved** 3) Ordinary maintenance & repair **Permitting** OR 4) Gutters, down-spouts, storm windows/doors, window screens, screen Denied doors, temporary weather protections Administrative Approval **Requires Full Review** OR **Approved: Contact** 5) Porch ceiling fans, light fixtures, HVAC units, landscaping & fences **Permitting** 6) Removal of burglar bars, satellite dishes. free standing signs, ramps and lifts Appeal to Historic Preservation Appeals (HPAB) Board 7) Solar panels or other roof equipment installed on the rear half of the roof 8) Paint colors, paint on previously painted Approved: 9) Demolition of non-contributing structure Reverses the HAHC decision OR If desired, you can Denied: Upholds the submit a new HAHC decision application

^{*}NOTE – The HAHC may continue its consideration of an application to its next regular meeting. If HAHC does not act upon within next two meetings (after first deferral) for a total of three meetings, the application shall be deemed approved, unless applicant consents in writing to an extension to a specified date.