

# Certificate Of Appropriateness: New Construction Worksheet

(For Buildings outside Houston Heights East, West, or South Districts)



**PLANNING & DEVELOPMENT DEPARTMENT**

\* 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.

**Address\*:** \_\_\_\_\_

**Lot Size (TOTAL SQ FT)\*:** \_\_\_\_\_

**General New Construction Info:**

Primary or Accessory Building*	
Proposed Total Square footage*	
Proposed stories*	
Proposed max ridge height*	
Proposed max eave height*	

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

**Setbacks From Property Line:**

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

**Context Area:**

Neighbor #1 stories*		Neighbor #2 stories*	
Neighbor #1 ridge height		Neighbor #2 ridge height	

Square Footage/Lot Coverage:	Proposed
Ground Floor Square Footage of Primary Building (HCAD)* <small>*please include sunrooms or enclosed porches w/ walls or windows</small>	
Attached Garage or Storage Space Square Footage	
Detached Garage, Garage Apartment or Accessory Building Square Footage	
<small>* Subtract detached garages more than 528 square feet <b>by</b> 528 square feet. If smaller than 528 sq ft, please subtract only the amount less than 528 sq ft.</small>	
<b>Total Lot Coverage (base sq ft)* =</b>	
<b>Total Lot Coverage (% based on lot size)* =</b>	

Do you have flooding issues? YES or NO

**Max Width/Depth:**

*widest building wall corner to corner*	Proposed
Max Width*	
Max Depth*	

**Foundation:**

YES or NO

	Proposed
Grade to Finished Floor Height (1st fl)*	
Type*	
Material *	

**Roof:**

	Proposed
Pitch*	
Style*	
Material*	

**Cladding:**

	Proposed
Primary Siding Material*	
Primary Siding Width Reveal	
Skirting Material	
Soffit Material	
Fascia Material	

**Porch Details:**

	Proposed
Eave Height	
Width	
Depth	
Decking Material	
Pier/Base Material	
Column Material	
Step Material	
Railing Height	
Railing Material	

Are all windows on the addition inset & recessed? YES NO

Please fill out the window worksheet and review guidelines for drawing submissions

See link for more info: <https://cohweb.houstontx.gov/HPT/login.aspx>