

COMPLETING THE CERTIFICATE OF APPROPRIATENESS APPLICATION

Step 1: Projects Requiring a Certificate of Appropriateness

Prior to any exterior alterations, demolition or new construction, a Certificate of Appropriateness must be approved. This is to ensure that proposed alterations are in keeping with the architectural character of the district or resource and would generally include the following:

- Doors or windows
- Roofs
- Porches
- Architectural details
- Siding
- Signs
- Light Fixtures
- New exterior paint colors
- New construction
- Major landscape or pavement changes
- Reconstruction
- Alteration
- Additions
- Stabilization
- Restoration
- Rehabilitation
- Relocation
- Demolition
- Fences
- Steps
- Repair (other than in-kind repairs and routine maintenance)

Routine maintenance and *in-kind* repairs do not require a Certificate of Appropriateness. Many simple repairs or changes may be approved by Staff. Certificates of Appropriateness are required only for Designated Heritage Resources, any property within a Designated Heritage District, or Pre-designated Heritage Resources. C.A.'s must also be approved for demolition of any structure listed in the City of Plano Preservation Plan. When in doubt, contact the Heritage Preservation Officer at (972) 941-7151.

Step 2: Staff Consultation

It is highly recommended that an applicant consult with the HPO before and during the planning of a project. The City of Plano has a professional staff with specific experience in preservation, construction and planning expertise. These services are offered to assist you with design choices in a historic district. Contact the Heritage Preservation Officer for more information.

Step 5: The C.A. and Building Permits

Once a Certificate of Appropriateness is obtained from the Heritage Preservation Officer, it can be presented to the Building Inspections Department for issuance of building permits. It should then be placed in a window or other conspicuous location on the property during the course of the project.

IMPORTANT: APPROVAL OF A CERTIFICATE OF APPROPRIATENESS BY THE HERITAGE COMMISSION DOES NOT CONSTITUTE A BUILDING PERMIT. APPROPRIATE CITY PERMITS MUST BE OBTAINED IN ADDITION TO A CERTIFICATE OF APPROPRIATENESS.

Enjoy the process! This is a time to really get to know your historic property. If you have any questions, please contact the HPO at (972) 941-7151.