



**CERTIFICATE OF APPROPRIATENESS  
HERITAGE COMMISSION  
CITY OF PLANO**



**I. Property Information:**

1. Name of Resource (Historic Name/Current Name): \_\_\_\_\_
2. Address/Location: \_\_\_\_\_

**II. Applicant Information:**

- |                               |  |
|-------------------------------|--|
| 3. Name of Owner: _____       | 4. Name of Applicant (if different): _____ |
| Company: _____                | Relationship to Property: _____            |
| Address: _____                | Address: _____                             |
| City, State: _____ ZIP: _____ | City, State: _____ ZIP: _____              |
| Home: _____                   | Home Phone: _____                          |
| Business: _____               | Business Phone: _____                      |
| E-mail: _____                 | E-mail: _____                              |

**III. Proposed Work**

Precisely describe the scope of the project, the specific proposed alterations/construction, and the purpose of such work. This description should include the following:

- 1) Description of existing buildings and site;
- 2) Thorough description of the work to be completed (attach illustrations and supporting materials as necessary); and
- 3) Description of the proposed project's relationship to/impact on the existing building(s) and site.

**Attach additional pages if necessary.**

**IMPORTANT: APPROVAL OF THIS APPLICATION BY THE HERITAGE COMMISSION DOES NOT CONSTITUTE A BUILDING PERMIT. APPROPRIATE PERMITS MUST BE OBTAINED IN ADDITION TO A CERTIFICATE OF APPROPRIATENESS. THE HERITAGE COMMISSION MEETS ON THE FOURTH TUESDAY OF EVERY MONTH. APPLICATIONS FOR C.A.'S MUST BE SUBMITTED BY 5:00 P.M. ON THE FIRST TUESDAY OF THE MONTH.**

**ONCE APPROVED (STAMPED), DISPLAY THIS CERTIFICATE IN A WINDOW OR OTHER PROMINENT PLACE DURING THE COURSE OF THE PROJECT.**

*FOR OFFICE USE*

<p><b>REQUIRED MATERIALS</b></p> <input type="checkbox"/> Summary <input type="checkbox"/> Attachment 1: Signature <input type="checkbox"/> Attachment 2: Photo Pages <input type="checkbox"/> Attachment 3: Site Plan <input type="checkbox"/> Attachment 4: Illustrations <input type="checkbox"/> Sample of Materials	<p><b>DEMOLITION OR REMOVAL</b></p> <input type="checkbox"/> Condition Statement <input type="checkbox"/> Repair/Restor. Estimate <input type="checkbox"/> Demonstrated Consideration <input type="checkbox"/> Records (Drawings, Photos) <input type="checkbox"/> New Construction <input type="checkbox"/> Mitigation Efforts <input type="checkbox"/> Other: _____	<p><b>SUBMITTAL</b></p> Date: _____ <input type="checkbox"/> Routine Maint. <input type="checkbox"/> In-kind Repair <input type="checkbox"/> HC Date: _____ Notes:  Rec. Exp. _____	<p align="center">C.A. Expires at 5:00 p.m. on _____</p>
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**ATTACHMENT 1:  
SIGNATURE PAGE**

STATE OF TEXAS            )  
COUNTY OF COLLIN        )

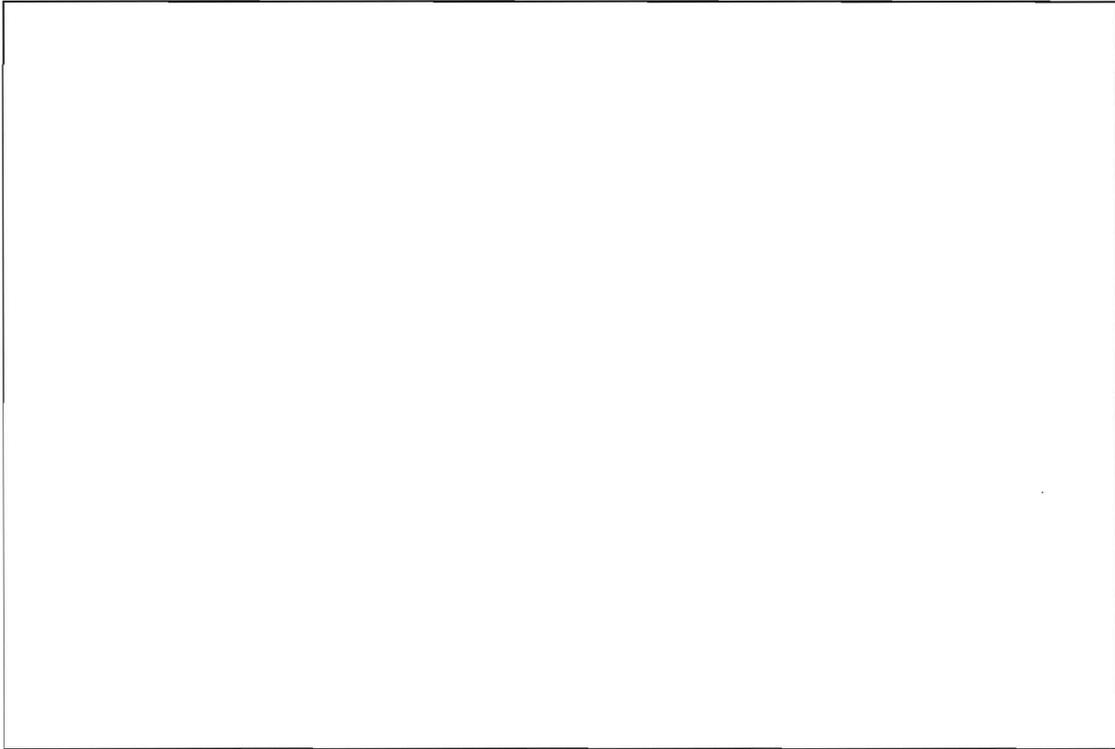
BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ the undersigned petitioner, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this petition; that all information submitted herein is true and correct."

\_\_\_\_\_  
Owner, Applicant or Representative

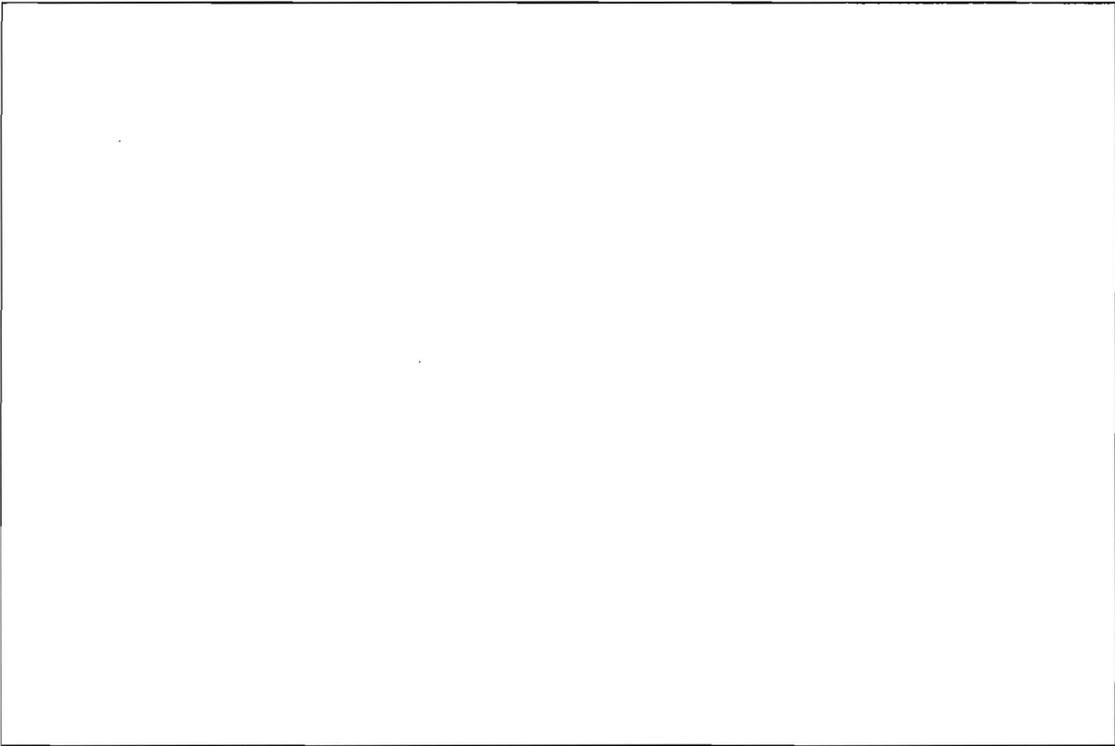
SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

**ATTACHMENT 2:  
PHOTO PAGES**



Direction: \_\_\_\_\_ Caption: \_\_\_\_\_



Direction: \_\_\_\_\_ Caption: \_\_\_\_\_

**ATTACHMENT 3:  
SITE PLAN**

**ATTACHMENT 4:  
ILLUSTRATIONS**

Sketches, elevations, and plans are required as illustrations of proposed work. Please list these materials, as well as other supplementary materials, below and attach copies behind this page.