

Information on Certificate of Appropriateness

The City of Paris Historic Preservation office is here to help offer guidance on appropriate materials for restoration and renovation, and give information on available grants and incentives. Historic Preservation Commissioners are also available for prior planning. Before a project is undertaken, please refer to the **City of Paris Design Standards** listed at the bottom of the City of Paris Historic preservation page: <http://www.paristexas.gov/index.aspx?nid=305>

There are two (2) Distinctive Historic Districts. Downtown Business Historic District established on June 5, 2003; and the residential Church Street Historic District established on August 5, 2004. City Council for the City of Paris on June 17, 2002 established the Historic Preservation Ordinance. Its purpose was to:

Protect and enhance the districts and landmarks which represent distinctive elements of Paris's historic, architectural, and cultural heritage; Foster civic pride in accomplishments of the past; Protect and enhance Paris's attractiveness to visitors and the support and stimulus to the economy thereby provided; Insure the orderly, efficient, and appropriate growth and development of Paris; Promote economic stability and prosperity of the community by encouraging the most appropriate use of such significant property in Paris; and Stabilize and improve property values. Below are the guidelines from the Historic Preservation ordinance section 7-157 *Criteria for approval*. In considering an application for a certificate of appropriateness, the commission shall be guided by any adopted design guideline, and where applicable, the secretary of the Interior's Standards for Rehabilitation. Any adopted design guideline and the Standards for Rehabilitation shall be made available to the property owners of historic landmarks or within historic districts. Below are the Secretary of Interior standards:

- (1) Every reasonable effort shall be made to adapt the property in a manner that requires minimal alteration of the building, structure, object, or site and its environment.**
- (2) The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.**
- (3) All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.**
- (4) Changes that have taken place in the course of time are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.**
- (5) Distinctive stylistic features or examples of craftsmanship that characterize a building, structure, site, or object shall be retained where possible.**
- (6) Deteriorated architectural features shall be repaired rather than replaced wherever possible. In the event the replacement is necessary, the new material should reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or placement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than conjectural designs or the availability of different architectural elements from other buildings or structures.**
- (7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.**
- (8) Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.**
- (9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.**
- (10) Whenever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.**

Please call 903-784-9293 or visit City Hall Annex 150 SE 1st ST for guidance on exterior façade improvements, and information on grants and incentives for the Historic District properties.



The CITY OF PARIS

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Date: _____

NOTICE TO APPLICANT

Completed applications and drawings must be in the Community Development Office no later than 10 days before the meeting. (Meetings are held each month on the 2nd Wednesday at 4:00 p.m. and a special meeting as necessary can be scheduled on the 4th Monday at 4:00 p.m. in the City Hall Council Chambers, 107 E. Kaufman Street, Paris, Texas.)

It is imperative that you complete this application in its entirety. Incomplete applications will be returned and could delay the commencement of your project.

The presence of the applicant or his/her agent as designated herein is necessary at the Historic Preservation Commission Meeting.

APPLICANT/PROPERTY OWNER CONTACT INFORMATION

Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____ Fax: _____

PROJECT INFORMATION

Name of Business (if applicable): _____

Current or intended use of the building:

Address of Project: _____

(The below information (Lot, Block, Subdivision, and Frontage) can be obtained on the Lamar County Appraisal District=s website by entering the physical address of the property:

<http://clientdb.trueautomation.com/clientdb/main.asp?id=7>

If you do not have access to the Internet or cannot locate this information on the website, contact the Community Development Department at (903) 784-9234 for assistance. Zoning and Historic District information can be completed by the Community Development Department at the time you submit your application.)

Lot _____, Block _____, Subdivision _____ Zoning: _____

Which Historic District is the property located within?

- Downtown Historic District
- Church Street Historic District
- Stand-Alone Designation

Select the type of project and complete the appropriate sections related thereto:

Remodeling/Renovating

Provide a detailed description of the nature of the proposed external alterations and /or repairs (attach additional sheets if necessary):

Are you painting an exterior feature? YES NO

If YES:

	<i>Describe Feature</i>	<i>Color Name</i>	<i>Sample Attached</i>	
Ex.	<u>Window and door frames</u>	<u>SW Autumn Hue (No. 7665)</u>	<u>YES</u>	NO
	<hr/>	<hr/>	YES	NO
	<hr/>	<hr/>	YES	NO
	<hr/>	<hr/>	YES	NO

Are you replacing an exterior feature? YES NO

If YES:

	<i>Describe Feature</i>	<i>Current Material</i>	<i>Proposed Material</i>	<i>Sample Attached</i>	
Ex.	<u>Window frame</u>	<u>Wood</u>	<u>fiberglass clad</u>	YES	NO
	<hr/>	<hr/>	<hr/>	YES	NO
	<hr/>	<hr/>	<hr/>	YES	NO
	<hr/>	<hr/>	<hr/>	YES	NO

Required attachments:

- Current photographs of the property
- If available, historic photographs of the property
- Samples of materials to be used

New Construction

Are you replacing an existing structure? YES NO

If YES, complete section labeled Demolition below

Required attachments:

- Current photographs of the property
- If available, historic photographs of the property
- Site Plan indicating the following:
 - Size, shape, and dimensions of the lot on which the building will be located (check official plat records)
 - Location and width of all easements (check official plat records)
 - Location of building setback lines (Zoning Ordinance No. 1710)
 - Location and dimensions of all existing buildings, parking areas, and existing signs (if any)
 - Location, size, and height of the proposed structures
 - The exact distance the proposed structures will be from the platted lot lines
- Architect's rendering or scale drawing of proposed construction
- Sample board of materials and colors to be used

Demolition

Describe the condition of the existing structure: _____

What is the estimated cost of restoration or repair of the existing structure? _____

Explain why the property is being demolished as opposed to restored or renovated for adaptive reuse:

What do you plan to do to mitigate the loss of the landmark structure? _____

Required attachments:

- Current photographs of the property (photographs should be taken from all possible angles)
- If available, historic photographs of the property

Sign

Type of Sign:

- | | |
|--|--|
| <input type="checkbox"/> Attached Sign | <input type="checkbox"/> Sky Sign |
| <input type="checkbox"/> Pole Sign | <input type="checkbox"/> Temporary Sign |
| <input type="checkbox"/> Ground Sign | <input type="checkbox"/> Other (Specify) |
| <input type="checkbox"/> Banner | <input type="checkbox"/> _____ |

Sign Dimensions: _ _ _____ Total Square Footage _____

Will the sign be connected to electricity or lit in any way? YES NO

If YES, what is the method of lighting? _____

Will this sign project over a public sidewalk? YES NO

If YES, what is the distance from the sidewalk to the bottom of the sign? _____

Required attachments:

- Current photographs of the property
- If available, historic photographs of the property
- Site drawing indicating the following:
 - Pole Sign, Ground Sign, Banner, Temporary Sign, etc.:
 - Size, shape, and dimensions of the lot on which the sign will be located (check official plat records)
 - Location and dimensions of all existing buildings, parking areas, and existing signs (if any)
 - Location, size, and height of the proposed sign
 - The exact distance the proposed sign will be from the platted lot lines
 - Attached Sign:
 - Drawing of the entire face of the building on which the sign will be attached, including the dimensions of the building face
 - Drawing of the proposed sign on the building
 - Size and dimensions of the proposed sign
- Sign contractor=s rendering or scale drawing of proposed sign
- Sample of materials and colors to be used

Have you submitted an application for a Sign Permit to the Building Division? YES NO

Fence

What is the proposed material and style of the fence you intend to install? _____

What is the proposed height of the fence? _____

Are you replacing an existing fence? YES NO

If YES, what is the current fence material? _____

Required attachments:

- Current photographs of the property
- If available, historic photographs of the property
- Site drawing indicating:
 - Size, shape, and dimensions of the lot on which the fence will be located (check official plat records)
 - Location, size, and height of the proposed fence
 - Samples of materials to be used (or alternatively, a photograph showing the style and color of
 - Other

Provide a detailed description of the nature of the proposed project (attach additional sheets if necessary):

Required attachments:

- Current photographs of the property
- If available, historic photographs of the property
- Samples of materials to be used

Intended start and finish dates: Start _____ Finish _____

I have carefully read the complete application and know the same is true and correct. I understand the ordinances governing the activity described in this application, and I agree to comply with all provisions of the City ordinances, State laws, and all property restrictions, whether herein specified or not. As the owner of the above property or a duly authorized agent, I hereby grant permission to the City of Paris to enter the premises and make all necessary inspections.

X _____
(Owner or Authorized Agent)

RETURN TO:
City of Paris Community Development Department
P. O. Box 9037, 150 1st Street S.E.
Paris, TX 75461
(903) 784-9203

For Commission Use Only:

COA # _____

Approved as Submitted

Approved with the following conditions: _____

Denied for the following reasons: _____

Approved Administratively (Ordinary Maintenance)

Commission Chairman/HPO

Date