

**CERTIFICATE OF APPROPRIATENESS FOR FENCING OF A PROPERTY IN  
THE HISTORIC OVERLAY ZONE.**

**NOTICE TO APPLICANT: Please read this before filling out the application.**

One of the most notable features of Paris, Texas is the Downtown Historic District buildings and its historic surroundings. Due to the rebuilding of our downtown core after the fire of 1916, our commercial buildings are one of the largest collections of circa 1916-1918 in the USA, and have earned a listing on the National Register of Historic Places. In addition to the commercial district, the City of Paris has two residential Nationally Registered Historic Districts and several standalone local landmarks.

Many buildings and homes are incredibly intact, with significant character defining features and materials which are unequaled by today's construction practices. The Paris Historic Districts represent significant historic, architectural, archaeological, and cultural resources unique only to Paris. The City of Paris has adopted specific standards for the treatment of historic structures to assist property owners with proper tools and resources they will need for the rehabilitation, restoration, and preservation of these cultural assets. In addition to local incentives, many properties are eligible for additional incentives from the Federal and State Governments. All these can be found on the City of Paris's website, [paristexas.gov](http://paristexas.gov).

Early discussions on the treatment of these historic properties, is vital to their survival. A historic resource survey of the designated properties can be viewed on the City of Paris's Employee base map or by contacting the City of Paris's Office of Historic Preservation. The purpose of the Historic Preservation Commission is to assist property owners with the protection, preservation, and enhancement of districts and landmarks. Whether a longtime resident, or a new property owner, owning a historic property can provide a sense of place and create civic pride within the community.

**Incentives and resources:**

***Before any work has commenced, all applications for incentives must be submitted and approved by the Historic Preservation Commission and, possibly one or more of the following agencies/offices:***

- Tax Exemptions for the Rehabilitation of Historic Properties
- Tax Exemptions for New Construction in a Historic District
- Commercial and Residential Façade Grants
- Building Improvement Grants
- TIRZ District
- Federal and State Historic Tax Credits (for income producing properties)
- Design Standards for the Historic Districts
- National Parks Service Preservation Brief
- Design Services for Commercial Façade Rehabilitation
- Pre-Development meetings with City Official

## Explanation of Four Treatments of Historic Properties

(Definitions from the National Parks Service)

**Rehabilitation** is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

**Preservation** is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

**Restoration** is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

**Reconstruction** is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Guidance for the treatment of Historic Properties can also be found in the Design Standards of the Paris Historic District. This is in book form available for check out at City Hall Annex, 150 SE 1<sup>st</sup> Street. Or online at [Paristexas.gov](http://Paristexas.gov). The Secretary of Interior Standards are listed in the first pages of the book and can provide valuable information.



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
FENCE

Completed applications and drawings must be submitted to the Community Development Office no less than 15 days before the Historic Preservation Commission's monthly meeting...

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 applicant or a designated agent must appear to present the application to the Historic Preservation Commission at its monthly meeting.

Date: \_\_\_\_\_

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 including Lot, Block, Subdivision, and Frontage can be obtained on the Lamar County Appraisal District. The 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?

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

checkbox 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):

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Required attachments:

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

Intended start and finish dates: Start \_\_\_\_\_ Finish \_\_\_\_\_

**I have carefully reviewed the Design Standards and applicable ordinances and have completed this application thereafter. I understand the ordinances governing the activity described in this application accordingly. 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 upon reasonable request. I certify that the information provided in this Application is true and correct.**

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: \_\_\_\_\_

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\_\_\_\_\_

Denied for the following reasons: \_\_\_\_\_

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\_\_\_\_\_

Approved Administratively (Ordinary Maintenance) \_\_\_\_\_

\_\_\_\_\_  
 Commission Chairman/HPO \_\_\_\_\_  
 Date