

**CERTIFICATE OF APPROPRIATENESS FOR SIGNAGE IN THE COMMERCIAL
HISTORIC DISTRICT 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 unequalled 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.

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 1st Street or online at 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

SIGNAGE

NOTICE TO APPLICANT

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, which is held on the second Wednesday of each month at 4:00 p.m. If necessary, a special meeting can be scheduled on the fourth Monday of the month at 4:00 p.m. All meetings are held in the City 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 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?

- Downtown Historic District Stand Alone Historic District

Please review the City of Paris Ordinance Division 2, Section 4.10.041-4.10.051 and Design Standards for Signage in a Historic District pages 73-78 for signage requirements.

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 Dept.? YES NO

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: _____

Denied for the following reasons: _____

Approved Administratively (Ordinary Maintenance)

Commission Chairman/HPO

Date