

Certificate of Appropriateness Minor Exterior Alterations

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.

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:

Many projects are eligible for financial incentives. To apply for an incentive, all projects must be reviewed by the Historic Preservation Commission through their regularly scheduled meeting. Please do not use this application if you are interested in applying for an incentive. Information on incentives can be found at paristexas.gov.

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

Important Information:

Guidance for the treatment of Historic Properties can also be found in the Design Standards of the Paris Historic District. These Design Standards can be viewed online at paristexas.gov. or a paper copy is available to be checked-out from City Hall Annex, 150 SE 1st Street, Paris, Texas. The Secretary of Interior Standards provides valuable information and are listed in the first pages of the book at the City Hall Annex.

SIGNAGE: For signage requirements, 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. Grants are available for signage on a 50/50 matching basis, up to \$1000.00. Texas Main Street Design assistance is required for these grants and could take up a one month. *City permits are REQUIRED for erecting signage.*

PAINTING: The City of Paris Historic Preservation has adopted the Benjamin Moore historic colors palate to guide projects in and on our historic properties. A book of the wide selection of colors is available for check out at the City Hall Annex. Colors can also be color matched in any brand of paint. Once a color has been selected, please submit a photo of the façade and identify the color(s) selected.**Historic brick walls were also designed to breath, taking in moisture and allowing it to evaporate. Therefore, painting, sealing, or coating brick that is in good condition will prevent the brick wall from breathing, causing it to retain water and lead to deterioration. Design Standards prohibit the painting of unpainted historic brick.**

CANOPY OR AWNING:

A canopy is a flat roof surface that is suspended from tie-rods and anchored into the masonry mortar joints. Tie rod canopies were the common architectural element in Paris Historic District buildings and provided protection from the elements to customers and historic building fronts. Evidence of existence of a canopy can usually be found if tie rod anchors are present above the transom window(s). Replacement canopies are encouraged. *City permits are REQUIRED for erecting canopies.*

In contrast, awnings use a metal frame to support a fabric roof surface. Awnings are, sometimes, an acceptable option. Fabric is more susceptible to damage, deterioration, and stretching, and will require maintenance and replacement more often. *City permits are REQUIRED for erecting awnings.*

If a canopy or awning was present historically, these elements should be aligned with the size and shape of the original design. Modifying the height or angle may mask other façade elements or block transom windows.

FENCE: Please review page 28 of the adopted Design Standards for the Historic Districts and its addendum. Fencing is allowed in the Commercial Historic District, however materials are limited to decorative powder coated steel tubing. Please see paristexas.gov for more information and when making a decision on fencing in the Commercial Historic District.

RE-ROOFING: *City permits are REQUIRED for re-roofing.*



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
MINOR EXTERIOR ALTERATIONS

* See below (Additional permit application may be required)

Please attach or submit a photo of the building façade with this application and identify the areas where proposed changes will take place.

PROPERTY INFORMATION:

Address: _____

Business Name: _____

[] Downtown Historic District [] Church Street District [] Other Historic District

OWNER INFORMATION:

Property Owner's Name: _____

Property Owner's Address: _____

Phone: _____

Check all that apply:

- [] Signs up to 50 sq.ft.* [] Misc. repairs (describe below)*
[] Painting (approved colors) [] Reroofing (approved colors/materials)*
[] Awning * [] Gutters/downspouts
[] Fence [] Lighting & Landscaping

DESCRIPTION OF PROPOSED PROJECT:

Section 09.05.008: Minor exterior alterations. (a) Application review. If the director of community development determines that the applicant is seeking a certificate of appropriateness to authorize only minor exterior alterations, as defined in this section, the director shall review the application to determine whether the proposed work complies with the regulations contained in this section and all applicable historic district designation ordinances and approve or deny the application within five (5) working days of its receipt. (b) Appeal. Any interested person may appeal the director's decision by submitting to the director a written request for appeal within thirty (30) calendar days of the director's decision. The written request for appeal starts the standard certificate of appropriateness review procedure by the historic preservation commission. (c) Minor exterior alteration defined. For purposes of this section, "minor exterior alteration" is the installation of or alteration to awnings, fences, gutters, and downspouts; incandescent lighting fixtures; landscaping and hardscaping comprising less than twenty-five (25) percent of the front or side yard; restoration of original architectural features that constitute a change from existing conditions; painting of wood or other appropriate elements that constitutes a change in color from existing color; and additions and changes not visible from any street to the rear of the main structure or to an accessory structure. NOTICE TO APPLICANT: I have carefully read the complete application and know the same is true and correct. I hereby agree to comply with all provisions of local, State, and Federal Laws will be complied with, whether herein specified or not. As the owner of the above property or a duly authorized agent, I hereby grant permission to enter the premises and make all necessary inspections.

Signed: _____ Address: _____

Print Name: _____ Phone Number: _____

Date: _____ Email: _____