

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS NEW CONSTRUCTION

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:

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. These can be found at the City of Paris website: Paritexas.gov. They are also available in a book form for check out at City Hall Annex, 150 SE 1st Street. The Secretary of Interior Standards are listed in the first pages of the book and can provide valuable information and guidance for all projects in the Historic Districts.



NEW CONSTRUCTION IN A HISTORIC DISTRICT OVERLAY ZONE

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 Church Street Historic District Stand-Alone Designation

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

Are you replacing an existing structure that will need to be demolished? YES NO

If YES, complete the section below:

Describe the condition of the existing structure: (attach photographs and use additional sheets if necessary)

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

Estimated cost of restoration or repair of the existing structure? _____

What do you plan to do to mitigate the loss of the landmark structure? Demolitions can impact historic resources. Mitigation may include photographic and written documentation, architectural drawings, context studies, and interpretive material.



Required attachments:

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

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