



Please complete all information and submit all necessary drawings and documentation. Incomplete applications will not be accepted.

**APPLICATION – CERTIFICATE OF APPROPRIATENESS**

REFERENCE: ORDINANCE NO. 94-483 DATE: ORDINANCE PASSED April 19, 1994

**APPLICANT:**

**PROPERTY OWNER (If Different from Applicant):**

Name \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Property Owner's Signature  
Required \_\_\_\_\_

**PLEASE CHECK THE APPROPRIATE CONSTRUCTION ACTIVITY THAT APPLIES**

Remodeling     New Construction     Demolition     Sign     Merchandise Display     Other

A. Current or Intended use of the building: \_\_\_\_\_

B. Description of the nature of the proposed external alterations and /or repairs to be forwarded to the Historic Preservation Commission for their review and consideration: **(Attach detailed descriptions and scaled drawings.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

C. Architect's rendering or scale drawing of proposed change(s) is attached. This drawing shows what I plan to do. It also shows the color(s) proposed and the type of sign and lettering I plan to display in front of my business. Applications for signs shall accurately depict the size of the sign, font style and size of the lettering, as well as the sign's location on the building. (Please attach a color chip to application.)

D. COMPLETED APPLICATIONS AND DRAWINGS MUST BE IN THE COMMUNITY DEVELOPMENT OFFICE NO LATER THAN 10 DAYS BEFORE THE MEETING. (MEETINGS ARE ON THE 2<sup>ND</sup> AND 4<sup>TH</sup> THURSDAY OF EACH MONTH AT 4:30 P.M. IN COUNCIL CHAMBERS.)

E. Fees as specified in procedures for Granbury Historic District Certificate of Appropriateness are required at the time the application is submitted.

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

**NAME OF DESIGNATED AGENT (If Different From Applicant):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **APPLICATION FEE:** \_\_\_\_\_

**DO NOT START YOUR PROJECT UNTIL YOU HAVE HISTORIC COMMISSION APPROVAL**

# Application Procedures for Granbury Historic District and Historic Landmarks Certificate of Appropriateness

Note: Before restoring, renovating, demolishing or erecting a building or sign in the historic district or on historic landmark property, this procedure must be followed.

1. An application for a Certificate of Appropriateness must be secured from the Community Development Department.
2. Permanent address and telephone numbers of the applicant and property owner must be on the application.
3. A detailed description of the nature of the proposed external alteration or repairs, excluding ordinary maintenance as defined in Section 11.212 of Ordinance No. 94-483 of the City of Granbury Code of Ordinances, and /or paint color schemes of the building must accompany the application. Also, scale drawings of building alterations and samples of materials must accompany application.
4. If the application is for a sign, it must have a drawing giving the dimensions of the sign, size and style of lettering, what will be on the sign, how and where it will be mounted, and proposed method of illumination (if any).
5. The applicant must select paint colors from the approved color palette at City Hall. The applicant may select up to 3 color combinations and prioritize the selections. Do not proceed with painting until approval has been secured and permit has been issued.
6. Current or intended use of the building must be described on the application.
7. Intended start and completion dates for alterations and/or repairs must be listed. The City's Historic Preservation officer must be notified when work begins so proper inspections can be conducted periodically.
8. The meeting dates for the Historic Commission are the second and fourth Thursday of each month at 4:30 p.m.
9. Completed applications and drawings must be in the Community Development Office no later than 10 days before the second and fourth Thursday of each month (by 5 p. m. on Monday the week before the meeting.)
10. The applicant or his designated agent must be present for the meeting.
11. The following fees will be charged for a Certificate of Appropriateness application at the time the application is submitted to the Community Development Department:

<b>Renovation or Restoration Application</b> (any changes to a building other than the installation / revision of a sign or merchandise/ landscape display)	<b>\$30.00</b>
<b>Sign or Merchandise/Landscape Display Application</b>	<b>\$15.00</b>
<b>Temporary Sign/Banner</b>	<b>\$ 5.00</b>

12. Any approved Certificate of Appropriateness that does not have a time limit specified as a condition shall be valid for one (1) year from the date of approval. After one year, the Certificate shall expire and a new application for a separate Certificate of Appropriateness shall be required.

**This page is for your information  
It does not need to be submitted  
as part of your application**