



CERTIFICATE OF APPROPRIATENESS FOR **LOCAL DESIGNATION**

Development Services Department

2406 Leopard St. Corpus Christi, TX 78408 | Phone: 361.826.3240 | zoning@cctexas.com

FOR OFFICE USE ONLY:

Case No.: _____ Map No.: _____ Proj.Mgr: _____ LC Hearing Date: _____

Hearing Location: City Hall, Council Chambers, 1201 Leopard Street **Hearing Time:** Thursday, _____, from 4:30-6:30

*** INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. ***

A certificate of appropriateness shall be required in the following circumstances before the commencement of any demolition of any designated landmark or contributing structure located within an Historic Overlay OR a property that is 50 years or older and within the Downtown Management District. Per UDC 3.15.1.A and Vacant Building Ordinance.

1. Property Owner(s): _____ Contact Person : _____
Mailing Address: _____
City: _____ State: _____ ZIP: _____ Phone: (_____) _____
E-mail: _____ Cell: (_____) _____

2. Applicant (If different from owner): _____ Contact Person : _____
Mailing Address: _____
City: _____ State: _____ ZIP: _____ Phone: (_____) _____
E-mail: _____ Cell: (_____) _____

3. Subject Property Address: _____ Area of Request (SF/acres): _____
Current Zoning & Use: _____ Proposed Zoning & Use: _____
12-Digit Nueces County Tax ID: _____ - _____ - _____
Subdivision Name: _____ Block: _____ Lot(s): _____
Legal Description if not platted: _____

4. Submittal Requirements:
- Land Use Statement
 - Photos of the exterior of the structure and addition supporting photos
 - Documents Supporting Historic Designation

I certify that I have provided the City of Corpus Christi with a *complete* application for review; that I am authorized to initiate this application as or on behalf of the Property Owner(s); and the information provided is accurate.

Owner or Agent's Signature

Applicant's Signature

Owner or Agent's Printed Name

Applicant's Printed Name

Office Use Only: Date Received: _____ Received By: _____ ADP: _____

COA: _____ + Sign Fee _____ = **Total Fee** _____

No. Signs Required _____ @ \$10/sign Sign Posting Date: _____

Standards for Rehabilitation

Please note: For the [Historic Preservation Tax Incentives Program](#) use the [Standards for Rehabilitation](#) that are codified separately in 36 CFR 67 and are regulatory for the review of rehabilitation work for that program.

The Standards will be applied taking into consideration the economic and technical feasibility of each project.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Rehabilitation as a treatment

When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment. The [Guidelines for the Treatment of Historic Properties](#) illustrate the practical application of these treatment standards to historic properties. The [Guidelines for the Treatment of Cultural Landscapes](#) apply these treatment standards to historic cultural landscapes.

Source: <https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm> 8.23.2019

The Secretary of the Interior's Standards for Rehabilitation

Rehabilitation is defined by the National Park Service 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.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The Secretary of the Interior's Standards for Rehabilitation (abridged)

1. New uses allowed with minimal change to defining characteristics.
2. Preserve historic fabric and character.
3. No false sense of historical development.
4. Maintain changes that have acquired historic significance.
5. Preserve distinctive features, finishes, techniques, craftsmanship.
6. Repair historic features rather than replace.
7. Use gentlest means possible for surface cleaning.
8. Protect significant archeological resources; mitigate if disturbed.
9. New construction should be differentiated from old (but remain compatible) and shall not destroy historic materials.
10. New additions should be reversible without damaging form and integrity of historic property.

