



# City of Belton, Texas Historic Preservation Certificate of Appropriateness

## **Contents:**

Getting started

When do I need a Certificate of Appropriateness?

Planning Department contact information

Certificate of Appropriateness review process

Design guidelines principles

Historic Preservation Commission (HPC) application & meeting schedule

Application and attachment checklist

**Planning Department**

**City of Belton, Texas**

August 2012

## Getting Started

Are you beginning a project on a property that is a historic landmark or located in an historic district? The City of Belton strives to preserve areas and properties that are architecturally, culturally or historically significant through historic designation. An historic property may be designated either individually, as a local landmark, or as part of an historic district. This is accomplished through the addition of Historic Overlay Zoning to the property.

If a property has Historic Overlay Zoning, the owner/applicant is required to obtain a “Certificate of Appropriateness” from the City’s Historic Preservation Commission before obtaining a building permit or beginning work involving any change to the exterior of the property (including paint color).

Historic Preservation Commission members, appointed by the Belton City Council, are Belton residents; their goal is to assist in the development of the most cost effective, high quality and historically appropriate project possible.

## When do I need a Certificate of Appropriateness?

Simple repairs do not require a Certificate of Appropriateness, provided the materials, design and application are the same. It is considered ordinary maintenance or repair, not an exterior alteration. A Certificate of Appropriateness is required for **any exterior alteration, construction, removal or demolition of all or part of a structure or site**, but does not apply to building interiors.

An applicant must obtain the approval of the Historic Preservation Officer and/or Historic Preservation Commission before beginning any work on a structure or site with Historic Overlay Zoning (a historic landmark or property located in a historic district). This approval, in the form of a Certificate of Appropriateness, verifies that the historic character of a property or district is maintained. There is no application fee for a Certificate of Appropriateness that is approved administratively. Certificate of Appropriateness cases that go before the HPC require a fee of \$50 (Fee Schedule FY 2018).

Signs do not require a Certificate of Appropriateness and follow a separate review and permitting process. In addition, the Historic Preservation Officer has the authority to approve some Certificates of Appropriateness administratively, without presenting them to the Historic Preservation Commission.

Building permits for any property with Historic Overlay Zoning are not issued until the applicant has obtained a Certificate of Appropriateness.

## Contact information

Planning Department  
planning@beltontexas.gov  
333 Water Street  
P.O. Box 120  
Belton, TX 76513  
Ph: 254-933-5812; Fax: 254-933-5822  
Hours: Monday – Friday 8:00 a.m. - 5:00 p.m.

# City of Belton

## Certificate of Appropriateness (COA) Review Process

### Pre-application conference

Owners contemplating exterior changes to buildings or structures designated as historic by the City of Belton should first consult with the Historic Preservation Officer in the Planning Department. Please contact staff to schedule a meeting or discuss the plans for your historic property. Staff will explain the design guidelines that will apply to the project, and can be a resource for information about architectural styles and materials.

### Design guidelines for historic properties

Any exterior modifications to buildings and properties that are located within any historic district, or to a locally designated historic landmark, are required to conform to criteria included in the City Code of Ordinances governing these buildings and properties (Ordinance 2012-18, Section 29 of the Zoning Ordinance) and with the Secretary of the Interior's *Standards for the Rehabilitation of Historic Buildings*. The City's *Design Standards for Historic Belton, Texas* explain these standards, and also serve as a reference for property owners thinking about making modifications to their properties and for those who may be planning new construction or additions to properties located in any historic district or to a designated historic landmark. A summary of the principles of the design guidelines is included in this information packet, and the complete *Design Standards* are posted at [www.beltontexas.gov/departments/planning\\_department/index.php](http://www.beltontexas.gov/departments/planning_department/index.php).

### Complete a Certificate of Appropriateness application

An application is required for all exterior projects, whether or not a building permit is also necessary. Applications must be accompanied by documentation (such as photographs, drawings, written specifications, color samples and other information) sufficient to illustrate the proposal and its impact on the property. This will assist the applicant, the staff, and the HPC in reaching a successful conclusion to the review, and provides a detailed record of the project for future reference.

Documentation must be complete in order for staff to begin review of an application. If you have any questions about what is needed to complete your application, please contact the Historic Preservation Officer right away.

Applications must be submitted no later than 14 days prior to an HPC meeting. Please refer to the HPC's published meeting schedule.

## **Application submittal**

The applicant should schedule a meeting with the Historic Preservation Officer to review the COA application and accompanying documentation by the submittal deadline. Applications must be complete before they can be submitted to the HPC for consideration.

The COA application and accompanying documentation must be submitted. The applicant should discuss with staff how samples of proposed materials will be provided to the HPC prior to or at the hearing.

Please be aware that additional supplemental information is required for applications to relocate or demolish a property, beyond the basic information required for alterations.

## **Staff review and recommendation**

The COA application will be reviewed by staff, who will make a recommendation to the Historic Preservation Commission. Staff will distribute copies of the application and material samples, as submitted by the applicant, to the HPC for review.

## **HPC hearing**

The applicant or a representative is encouraged to be present at the public hearing. At the hearing, the applicant and any other interested parties are invited to speak about the proposed project. At the end of the discussion, the HPC will vote on the application; they may vote to approve the application as submitted, to approve with conditions, or to deny the application. The applicant will receive a letter in the mail detailing the outcome of the case and any conditions associated with the HPC's decision.

For applications to demolish or remove properties that are located within historic districts, but are not also designated individually as historic landmarks, the HPC can opt to postpone demolition for a period of up to 120 days in order to seek alternatives to demolition or removal. (The HPC has the authority to deny the demolition of individually designated historic landmarks with no such waiting period.)

If an application is denied, the applicant may, within 15 days, appeal the denial to the City Council.

## **Obtain permits (as necessary)**

When a favorable decision is issued, applicants may proceed with the project, pending issuance of any necessary permits. It is the applicant's responsibility to find out whether additional permits are needed and to obtain them. If a COA application is approved, all the conditions of the approval must be met by the applicant throughout the project. The applicant must contact staff upon completion of the project.

# Design Guideline Principles

The complete document, *Design Standards for Historic Belton, Texas* is available on the City of Belton website, [www.beltontexas.gov](http://www.beltontexas.gov).

The *Design Standards* are divided into commercial and residential guidelines. “Commercial” and “Residential” properties are defined not by their present use (i.e. office/retail vs. residences), but by the historic building type as it currently appears.

## Principles of the Design Standards

The *Design Standards* incorporate several guiding principles; these pertain to buildings of all occupancy and construction types, sizes and materials, permanent and temporary construction on the exterior of existing buildings within the historic districts or as individual historic landmarks, as well as new construction.

1. Original or historically significant materials and/or features of a structure or site shall be maintained and repaired rather than replaced whenever possible.
2. If replacement of existing materials or features is necessary, the new feature shall match the old in design, color, texture, and other visual qualities.
3. Replacement of missing features should be based on historical, documentary, physical or pictorial evidence.
4. Minimal alteration of the building, structure, site or environment should be made.
5. Each property should be recognized as a product of its own time. Alterations that seek to create a false sense of historical development should be discouraged.
6. Changes to a building or site that have taken place over time are evidence of its history and development. Those changes that have acquired significance in their own right should be recognized and preserved.
7. Where historic architectural or site features are determined by the Commission to contribute to the historic character of the property or the district, proposed alterations or additions affecting such features should be reviewed more stringently.
8. New additions, exterior alterations, or new construction should not destroy historic materials or general features that characterize the property. The new work may be differentiated from the old and should be compatible with the massing, size, scale and architectural features of the property and the surrounding neighborhood, to protect the historic integrity of the property and the site.
9. Whenever possible, new additions or alterations to structures should be done in such a manner that if removed in the future, the essential form and integrity of the structure and the site would be unimpaired.



## Historic Preservation Commission 2018 Application and Meeting Schedule

<b>Application Deadline</b> (4th Thursday)	<b>HPC Meeting</b> (2nd Thursday unless otherwise noted)
December 28, 2017	January 11, 2018
January 25, 2018	February 15, 2018
February 22, 2018	March 8, 2018
March 22, 2018	April 12, 2018
April 26, 2018	May 10, 2018
May 24, 2018	June 14, 2018
June 28, 2018	July 12, 2018
July 26, 2018	August 9, 2018
August 23, 2018	September 13, 2018
September 27, 2018	October 11, 2018
October 25, 2018	November 8, 2018
November 21, 2018	December 13, 2018

Historic Preservation Commission meetings are held starting at 5:30 p.m. at the Harris Community Center, 401 N. Alexander Street, in City Council chambers.

The Historic Preservation Commission preserves, protects, and promotes the City of Belton's historic resources through preservation, public education, community partnerships, and heritage tourism. Its preservation responsibilities include issuing Certificates of Appropriateness for proposed changes to historic properties and making recommendations for historic designations and historic policy and programs to the City Council. For more information, contact the Planning Department at 254-933-5812.



## Certificate of Appropriateness Application Historic Preservation Commission

### Applicant contact information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Role:      Owner            Architect/contractor      Other: \_\_\_\_\_

Property Address: \_\_\_\_\_

1. In the space below, briefly describe the work proposed (*use separate page(s) if necessary*).
2. Please refer to the attachment checklist for additional materials necessary to evaluate the proposed work.

Description of proposed work:

---

Signature

Date

*Submit this form and all necessary attachments (see checklist) at least 14 days before the Historic Preservation Commission meeting to the City of Belton Planning Department, 333 Water Street, P. O. Box 120, Belton, Texas 76513; ph. 254-933-5812.*

# Certificate of Appropriateness Application Attachment Checklist

Please attach one (1) copy of all supplementary materials with your application.

NOTE: More than one of the following sections may apply to your project. Please consult with the Historic Preservation Officer to determine what attachments your project will require.

## **All Applications:**

- Certificate of Appropriateness application
- Completed application attachment checklist

## **Rehabilitation, Remodeling, Additions or New Construction:**

- Elevation and plan drawings to scale indicating proposed alterations, clearly indicating the existing building and what changes are proposed. Please indicate location relative to adjacent structures.
- Exterior materials description and samples (if possible).
- Photograph(s) of existing conditions documenting all sides of the structure that will be affected.

## **Restoration to an Earlier Condition:**

- Historical documentation (plans, elevations, photographs) of that earlier condition, if available.

## **Building Additions or New Construction:**

- Site plan showing dimensions of lot, location and dimensions of existing building(s), location, dimensions and sight lines of addition, location of all exterior ground- and roof-mounted equipment, hardscaping, fencing, parking lots and driveways.

## **Painting, Stucco, Repointing:**

- Color photographs of all areas to be affected.
- Color samples/paint chips.
- Diagram of where each color/material will be applied on the structure.
- Information on relevant textures, sheens, etc.

## **Awnings and Canopies:**

- Photograph of building elevation to which the awning or canopy is to be attached.
- Dimensioned drawings. Indicate the front and side view of awning or canopy and placement on structure.
- Samples of colors and materials.

## **Demolition (including removal of structure, unless that action qualifies as Relocation):**

- Color photographs, written descriptions, drawings or other records documenting the current state of the structure, including its structural integrity and extent of work necessary to stabilize the property.

## **Relocation of an historic resource within the City of Belton:**

- Overview of the proposed relocation of the historic resource, including reasons for relocating the historic resource and reasons for selection of the destination site.
- Photographs which document all aspects of the historic resource, including (but not limited to) each elevation of the building; street view; all prominent architectural features; any additional accessory buildings that also have historic overlay zoning, showing how they relate to the primary structure; and other photographs as requested by the Historic Preservation Officer or Historic Preservation Commission.
- Site plan of the historic resource in its current location.
- Site plan of the historic resource in its proposed new location.