



CITY OF GRAPEVINE
HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS APPLICATION

**SUMMARY OF HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS REQUIREMENTS**

APPLICATION REVIEW REQUIREMENTS

- A. MEET WITH THE HISTORIC PRESERVATION STAFF TO REVIEW APPLICATION REQUIREMENTS FOR YOUR SPECIFIC REQUEST
- B. COMPLETE THE APPLICATION - INCLUDE SIGNATURES OF PROPERTY OWNER OR APPLICANT
- C. LIST THE ADDRESS, THE LOT, BLOCK AND SUBDIVISION OF THE SUBJECT PROPERTY
- D. PROVIDE PLANS OR DRAWINGS ON 8 ½ X 11 OR 11 X 17 PAPER DRAWN TO SCALE AND DIMENSIONED (WHERE REQUIRED) WITH OTHER DRAWINGS AS DESIRED OR AS REQUESTED BY STAFF. THE SCALE SHOULD BE LARGE ENOUGH TO BE CLEARLY LEGIBLE
- E. PROVIDE MATERIAL AND COLOR SAMPLES OF PROPOSED WORK

THE APPLICATION MUST BE COMPLETED AND MEET ALL CITY OF GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A REQUEST FOR A CERTIFICATE OF APPROPRIATENESS CAN BE SCHEDULED FOR A PUBLIC HEARING

SUBMISSION/APPROVAL OF A CERTIFICATE OF APPROPRIATENESS DOES NOT CONSTITUTE APPROVAL OF A BUILDING PERMIT. BUILDING PERMITS SHALL BE SUBMITTED SEPARATELY.

DELIVER TO:

HISTORIC PRESERVATION DEPARTMENT
636 SOUTH MAIN STREET
GRAPEVINE, TX 76051

OFFICE 817-410-3556

CERTIFICATE OF APPROPRIATENESS APPLICATION

Date _____

Number _____

Property Owner Name, Address & Phone Number

Applicant Name, Address & Phone Number

Phone: _____
 Mobile: _____
 Email: _____
Property Address (include any suite number) _____

Phone: _____
 Mobile: _____
 Email: _____
Legal Description

Block _____ Lot _____
 Subdivision _____

Tenant Name/Occupancy/Use _____

Request/Description of Work to Be Done

Drawings/Sketches Attached

Photographs Attached

Yes No

Current Historic

Material Sample(s) Attached (please list)

*I hereby certify that this information is correct to the best of my knowledge and that the said work will be done in conformance with all submissions herein set forth, and in compliance with the City of Grapevine's Historic Overlay District Ordinances and Building Codes. **APPROVAL OF A CERTIFICATE OF APPROPRIATENESS DOES NOT CONSTITUTE APPROVAL OF OTHER REQUIRED BUILDING PERMITS.***

Signed x _____
 Owner or Contractor

Print Name _____

Approved-Staff _____
 HPC _____

Approved with Conditions: _____
 Office Use

Denied

x _____
 Chair - Historic Preservation Commission

x _____
 Historic Preservation Officer

x _____
 Building Official

Date _____

**THIS IS NOT A BUILDING PERMIT.
 A SEPARATE BUILDING PERMIT MUST BE FILED AND APPROVED BY
 THE BUILDING DEPARTMENT BEFORE STARTING WORK.**

DELIVER TO: HISTORIC PRESERVATION DEPARTMENT
 636 SOUTH MAIN STREET, GRAPEVINE, TEXAS

OFFICE 817-410-3556

This form must be completed by the applicant for
NEW CONSTRUCTION, ADDITIONS AND RENOVATIONS
SITE & BUILDING PLAN REQUIREMENTS

CASE NO. #CA _____
DATE _____

Reference: Ordinance No. 2013-23 www.grapevintexas.gov/documentcenter/view/881

The following information is required for properties with Historic Landmark Subdistrict Overlays and/or properties located within the boundary of the Historic Grapevine Township District to make application for new construction, additions and renovations.

Historic Preservation Officer Consultation Date: _____ Time: _____

Contact: (817.410.3197 817.410.3185)

1. Survey Plan
2. Site Plan
3. Floor Plans
4. Elevations
5. Roof Plan
6. Street Facing Elevations of proposed structure with building elevations of structures on adjacent properties.
7. Photographs of any elevation for any building or structure to be altered or demolished.

Property Lot Size _____ Square Feet

Building Size (not less than 1,200 sq. ft. or greater than 3,400 sq. ft.) _____

Building Coverage (40% max) _____

Building Height (35 ft. max) _____

Garage (Detached 500 sq. ft. max) NOT included in 3,400 sq. ft. _____ (Attached is included within the 3,400 sq. ft. max) _____

Storage Shed (200 sq. ft. max) _____

For Commercial Uses:

Impervious Area _____ % of Lot

Open/Green Space Area _____ % of Lot

Parking Spaces _____

ADA Parking Spaces _____

Easements _____

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PLEASE NOTE this page is for **ALL NEW CONSTRUCTION & ADDITION APPLICATIONS** for PUBLIC HEARING:

1. THE ABOVE INFORMATION MUST BE COMPLETE; WITH
2. ALL REQUIRED ATTACHMENTS COMPLETED; AND
3. A SCHEDULED CONSULTATION WITH THE HISTORIC PRESERVATION OFFICER IS RECOMMENDED SIX WEEKS PRIOR TO REVIEW BEFORE THE HISTORIC PRESERVATION COMMISSION.

2020

CITY OF GRAPEVINE

HISTORIC PRESERVATION COMMISSION MEETING AGENDA
SCHEDULE

MEETING DATES

DEADLINE

January 22, 2020

December 18, 2019

February 26, 2020

January 22, 2020

March 25, 2020

February 26, 2020

April 22, 2020

March 25, 2020

May 27, 2020

April 22, 2020

June 24, 2020

May 22, 2020

July 22, 2020

June 24, 2020

August 26, 2020

July 22, 2020

September 23, 2020

August 26, 2020

October 21, 2020

September 23, 2020

November 18, 2020

October 21, 2020

December 16, 2020

November 18, 2020

***PLEASE NOTE: COMPLETED APPLICATIONS WITH ALL REQUIRED ATTACHMENTS ARE DUE 4 WEEKS IN ADVANCE OF THE MEETING.**