



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 _____

Print Name _____

Owner or Contractor

Office Use

Approved-Staff _____
 HPC _____

Approved with Conditions: _____

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 for
NEW CONSTRUCTION, ADDITIONS AND RENOVATIONS

SITE & BUILDING PLAN REQUIREMENTS

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

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

Historic Preservation Officer Consultation Date: _____
Time: _____ (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 all four elevations for any building or structure to be altered or demolished.)
8. Foundation Plan _____
9. Historic Preservation Plan _____

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) _____
Garage (Attached is included within the 3,400 sq. ft. max) _____
Storage Shed (200 sq. ft. max) _____
For Commercial Uses:
Impervious Area _____ % of Lot
Parking Spaces _____
ADA Parking Spaces _____
Easements _____
Board of Zoning & Adjustment approval _____

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PLEASE NOTE: A SCHEDULED CONSULTATION WITH THE HISTORIC PRESERVATION OFFICER IS SUGGESTED SIX (6) WEEKS PRIOR TO REVIEW BEFORE THE HISTORIC PRESERVATION COMMISSION WITH;

- 1) THE ABOVE INFORMATION COMPLETED; AND
- 2) ALL REQUIRED ATTACHMENTS COMPLETED.

ALL NEW CONSTRUCTION & ADDITION REQUESTS MUST BE REVIEWED, COMPLETE AND IN COMPLIANCE WITH HISTORIC PRESERVATION ORDINANCE No. 2013-23 TO BE DEEMED A SUBMITTED APPLICATION.

2026
CITY OF GRAPEVINE
HISTORIC PRESERVATION COMMISSION
MEETING SCHEDULE

MEETING DATES

FILING DEADLINE

Wed., January 22, 2025

November 19, 2025

Wed., February 25, 2026

December 17, 2025

Wed., March 25, 2026

January 28, 2026

Wed., April, 22, 2026

February 25, 2026

Wed., May 27, 2026

March 25, 2026

Wed., June 24, 2026

April 22, 2026

Wed., July 22, 2026

May 27, 2026

Wed., August 26, 2026

June 24, 2026

Wed., September 23, 2026

July 22, 2026

Wed., October 28, 2026

August 26, 2026

Wed., November 18, 2026

September 23, 2026

Wed., December 16, 2026

October 28, 2026

The Grapevine Historic Preservation Commission meetings are held at City Hall, 2nd Floor Council Chambers, 200 South Main Street, Grapevine, Texas 76051 at 6:00 p.m.

***PLEASE NOTE: COMPLETED APPLICATIONS WITH ALL REQUIRED ATTACHMENTS ARE DUE 60 DAYS IN ADVANCE OF THE MEETING.**