

Certificate Of Appropriateness: Alteration/Addition Worksheet

(For buildings outside Houston Heights East, West, or South Districts)



PLANNING & DEVELOPMENT DEPARTMENT

* This form is required. Failure to include accurate and complete requested information below may result in an incomplete application and delay the review/recommendation of the proposed project to Director and HAHC.

Address: _____

Lot Size (Total Sq Ft): _____

General Addition Info:

Lot Dimensions (W X L) : _____

| | | | |
|----------------------------|--|----------------------------|--|
| Existing stories* | | Proposed addition stories* | |
| Existing max ridge height* | | Proposed max ridge height* | |
| Existing max eave height* | | Proposed max eave height* | |

| Square Footage/Lot Coverage: | Existing | Proposed/New *do not include existing | = End Result/ Total |
|---|----------------------------------|--|------------------------|
| Ground Floor Square Footage of Primary Building (HCAD)* <small>*please include sunrooms or enclosed porches w/ walls or window</small> | | | |
| Detached Garage, Garage Apt or Accessory Building Square Footage | | | |
| <small>* Subtract detached garages more than 528 square feet by 528 square feet. If smaller than 528 sq ft, please subtract only the amount less than 528 sq ft.</small> | | | |
| | New Total Lot Coverage* = | | |

Setbacks From Property Line:

| | Existing | Proposed/New | Shares property line with neighbor -Y/N? |
|--------|----------|--------------|--|
| North* | | | |
| South* | | | |
| East* | | | |
| West* | | | |

Do you have flooding issues? YES NO

Foundation:

| | Existing | Proposed/New Addition |
|--|----------|-----------------------|
| Grade to Finished Floor Height (1st fl)* | | |
| Type* | | |
| Material* | | |

Cladding:

| | Existing | Proposed/New Addition |
|-----------------------------|----------|-----------------------|
| Primary Siding Material * | | |
| Primary Siding Width Reveal | | |
| Skirting Material | | |
| Soffit Material | | |
| Fascia Material | | |

Are all windows on the addition inset & recessed? YES or NO

Please remember to fill out the window worksheet
And review guidelines for drawing submissions

See link for more info: <https://cohweb.houstontx.gov/HPT/login.aspx>

Max Width/Depth & Inset:

| *widest building wall corner to corner* | Existing | Proposed/New *do not include existing | = End Result/Total |
|---|----------|--|--------------------|
| Max Width* | | | |
| Max Depth* | | | |

Are original corners maintained with an inset on the addition?*

YES or NO

Please advise inset dimensions for applicable corners:

Roof:

| | Existing | Proposed/New Addition |
|------------|----------|-----------------------|
| Pitch* | | |
| Style* | | |
| Material * | | |

Porch Details:

| | Existing | Proposed/New Addition |
|--------------------|----------|-----------------------|
| Eave Height | | |
| Width | | |
| Depth | | |
| Decking Material | | |
| Pier/Base Material | | |
| Column Material | | |
| Step Material | | |
| Railing Height | | |
| Railing Material | | |