

Certificate Of Appropriateness: New Construction Worksheet

(For Houston Heights East, West, or South Districts only)



PLANNING & DEVELOPMENT DEPARTMENT

Please review Houston Heights Design Guidelines for more clarification or larger images - Section 5 - See link here:

https://www.houstontx.gov/planning/HistoricPres/Design_Guide_Heights_District/july2018/Houston-Heights-Design-Guidelines-July2018.pdf

*** 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.**

Please fill out all information to the best of your knowledge. Not all fields will apply to every project.

Address: _____

Lot Size (Total Sq Ft): _____

Lot Dimensions (W X L): _____

General New Construction Info:

Primary Building or Accessory Structure ?	
Proposed Total Square Footage (including garage and accessory structures)	
Total Conditioned Living Space	

Type of Accessory Building	
Is accessory building conditioned space?	
Does this new construction include an attached garage?	

Historic Preservation Tracker now offers a calculator for Lot Coverage and Floor to Area Ratio (FAR). Please create an application here <https://cohweb.houstontx.gov/HPT/login.aspx> and use that tool to calculate and save a **draft** of your application. We will also accept documents uploaded to Tracker that prove these calculations are accurate. Please refer to Section 5 pages 5-9 and 5-12 in the design guidelines for what must be included or can be exempt from each calculation. https://www.houstontx.gov/planning/HistoricPres/Design_Guide_Heights_District/july2018/Houston-Heights-Design-Guidelines-July2018.pdf

Drawings must be labeled with measurements and support these numbers

Maximum Lot Coverage:

Total Lot Coverage (base sq ft) =	
Total Lot Coverage (% based on lot size) =	

LOT SIZE	MAXIMUM LOT COVERAGE
<4000	.44 (44%)
4000-4999	.44 (44%)
5000-5999	.42 (42%)
6000-6999	.40 (40%)
7000-7999	.38 (38%)
8000+	.38 (38%)

Floor to Area Ratio (FAR):

FAR (sq ft) =	
FAR (% based on lot size)* =	

LOT SIZE	MAXIMUM FAR
<4000	.48
4000-4999	.48
5000-5999	.46
6000-6999	.44
7000-7999	.42
8000+	.40

Window information:

Are all windows inset & recessed? YES or NO

Window Notes: Please upload vendor and material information documents into Preservation Tracker	
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Please fill out the window worksheet and review guidelines for drawing submissions

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

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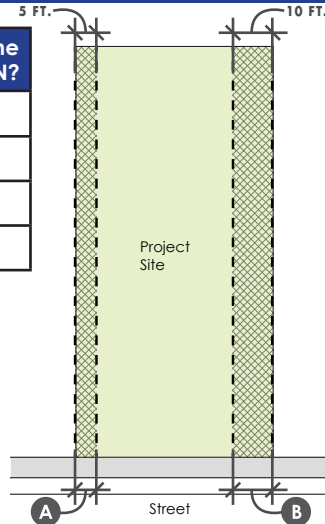
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Setbacks:

	Proposed	Shares property line with neighbor -Y/N?
North		
South		
East		
West		



KEY	MEASUREMENT	APPLICATION
A	3 FT.	Minimum distance between side wall and the property line for lots less than 35 feet wide
B	5 FT.	Minimum distance between the side wall and the property line
B	REMAINING	Difference between minimum side setback of 5 feet and minimum cumulative side setback
C	6 FT.	Minimum cumulative side setback for lots less than 35 feet wide
C	10 FT.	Minimum cumulative side setback for a one-story house
C	15 FT.	Minimum cumulative side setback for a two-story house

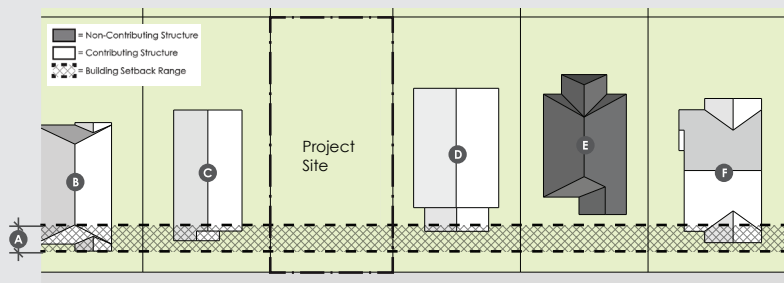
Note: This diagram shows just one example of a side setback configuration

If new construction is a garage, is it front-facing or alley loading? front-facing alley loading not applicable

Front-facing garage which is located with its rear wall at the alley may have a zero foot setback. An alley-loading garage generally must be located to establish a minimum of 20 feet of clearance from an opposing alley-loading garage door, the rear wall of a front facing garage or a fence (a 24-foot clearance is preferred).

Context Area Setbacks: Are front setbacks within range of contributing buildings for the context area?

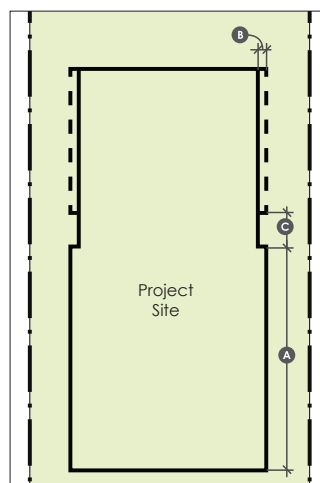
(For Primary Buildings only) YES NO not applicable



If applicable:	Front Setback of Contributing Neighbors (must be in same historic district)
#1	
#2	
#3	

Max Width/Depth (Overall):

widest building wall corner to corner	Proposed
Max Width	
Max Depth	
Side wall inset width *if applicable	



SIDE WALL LENGTH		
KEY	MEASUREMENT	APPLICATION
A	50 FT.	Maximum side wall length without inset (1-story)
A	40 FT.	Maximum side wall length without inset (2-story)
B	1 FT.	Minimum depth of inset section of side wall (1-story)
B	2 FT.	Minimum depth of inset section of side wall (2-story)
C	6 FT.	Minimum length of inset section of side wall

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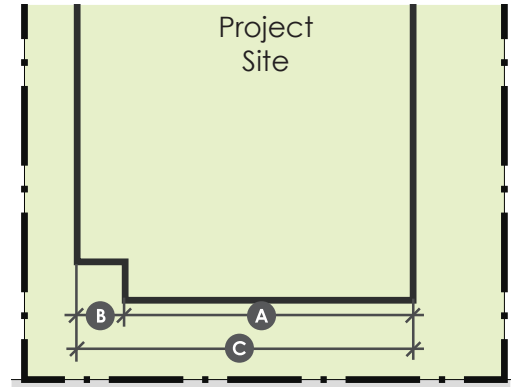
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Front Wall Width/Insets (New Construction of Primary Building only):

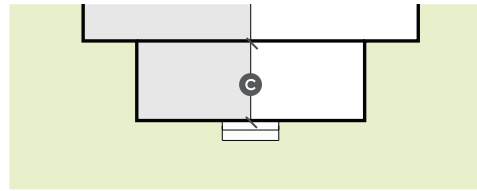
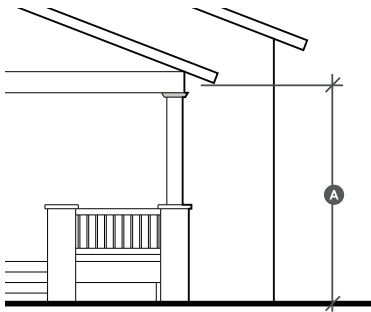
Overall building widths are dependent on the width of the lot. The maximum width of a one-story building on a 50-foot-wide lot with a 10 foot minimum cumulative side setback is 40 feet. As a lot gets wider, the building can be wider, to a point; for every two feet of additional lot width the building can be one foot wider. Smaller increases in lot width qualify for the equivalent increase in building width, using a 2:1 ratio; for example, a 60 foot wide lot could have a maximum 50 foot wide building.

widest building wall corner to corner	Proposed
Max Width	
Max Depth	
Inset Width	

KEY	MEASUREMENT	APPLICATION
A	30 FT.	Maximum front wall width before inset
B	4 FT.	Minimum width of inset section of front wall
C	40 FT.	Maximum width of 1-story building for lots \leq 50 ft wide
	35 FT.	Maximum width of 2-story building for lots \leq 50 ft wide
	50 FT.	Maximum width of building for lots $>$ 50 ft wide



Porch Measurements:



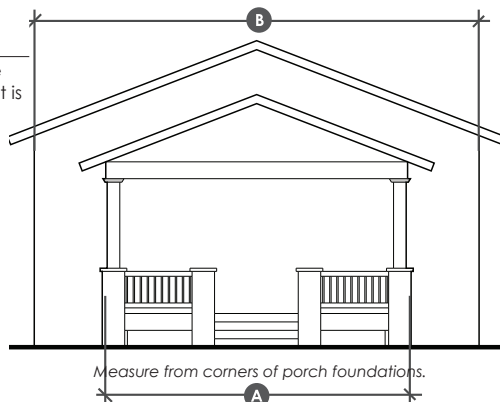
KEY	MEASUREMENT	APPLICATION
C	6 FT.	Minimum depth of front porch

Proposed	Front Porch	Rear Porch
Eave Height		
Width		
Depth		
Railing Height		
A. % front wall width covered by porch		

KEY	MEASUREMENT	APPLICATION
A	9-11 FT.	Minimum and maximum 1-story porch eave height.

KEY	MEASUREMENT	APPLICATION
A	50%	Minimum percentage of front wall width that is covered by porch

Example:
 18 ft. Porch Width
 \div 26 ft. Width of Front Wall of House.
 0.69 (69%) Percentage of Front Wall Covered by Porch



Proposed	Side Porch	Side Porch
Eave Height		
Width		
Depth		
Railing Height		

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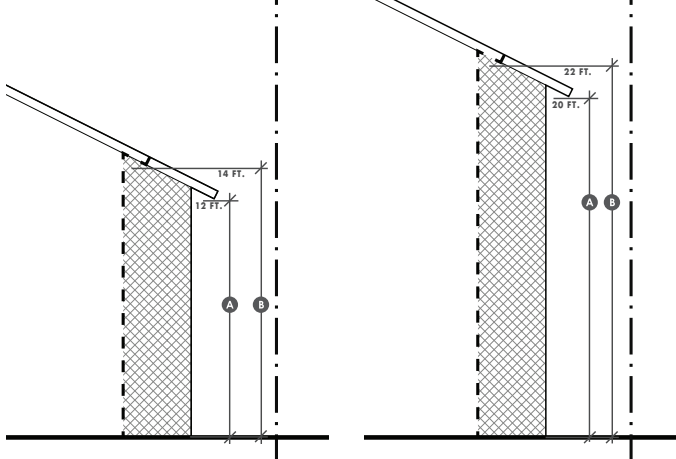
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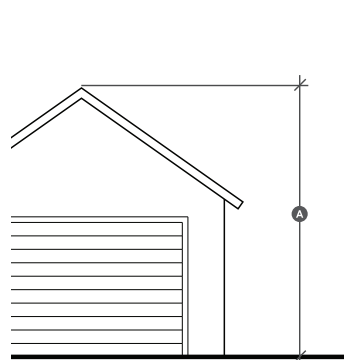
Stories, Ridge Height, and Eave Height:

PRIMARY BUILDING 1-STORY EAVE HEIGHT RANGE **PRIMARY BUILDING 2-STORY EAVE HEIGHT RANGE**



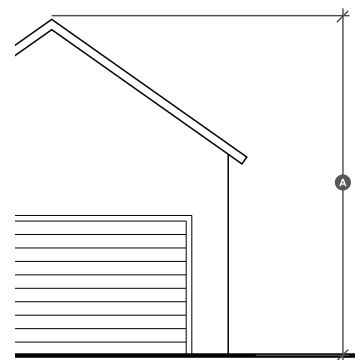
KEY	MEASUREMENT	APPLICATION	KEY	MEASUREMENT	APPLICATION
A	12 FT.	Maximum 1-story eave height at the 5 FT. minimum side setback	A	20 FT.	Maximum 2-story eave height at the 5 FT. minimum side setback
B	14 FT.	Maximum 1-story eave height at 7 FT. or greater side setback	B	22 FT.	Maximum 2-story eave height at 7 FT. or greater side setback

GARAGE 1-STORY RIDGE HEIGHT



KEY	MEASUREMENT	APPLICATION
A	16 FT.	Maximum 1-story garage ridge height

GARAGE 2-STORY RIDGE HEIGHT



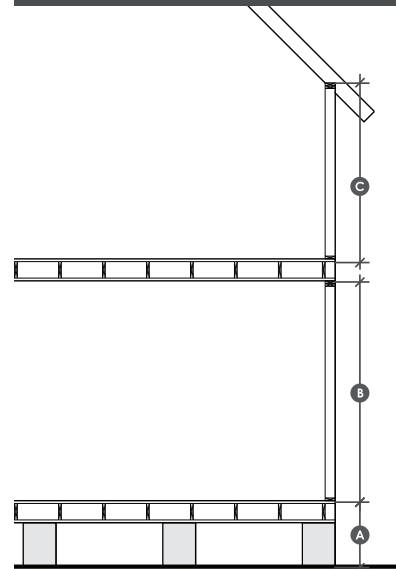
KEY	MEASUREMENT	APPLICATION
A	26 FT.	Maximum 2-story garage ridge height (for garage apartment)

Proposed stories	
Proposed max ridge height measured from grade	
Proposed max eave height measured from grade	

Building Wall (Plate) Height:

KEY	MEASUREMENT	APPLICATION
A	36 IN.	Maximum finished floor height (as measured at the front of the structure)
B	10 FT.	Maximum first floor plate height
C	9 FT.	Maximum second floor plate height

PRIMARY BUILDING WALL PLATE HEIGHT



A. Proposed max finished floor height* measured at front from grade/ground level	
B. Proposed first floor height (Plate Height) from max finished floor height	
C. Proposed second floor height (Plate Height) from first floor height	

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Material Info:

Foundation:

	Proposed
Type	
Material	

Do you have flooding issues? YES NO

Roof:

	Proposed
Pitch	
Style	
Material	

Cladding:

	Proposed
Primary Siding Material *If using cementitious siding, smooth is recommended.	
Primary Siding Width Reveal (exposed width)	
Skirting Material	
Soffit Material	

Porch Details:

	Proposed
Decking Material	
Pier/Base Material	
Column Material	
Step Material	
Railing Material	

Questions or Additional Information:

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