



State Of Oklahoma
Capitol-Medical Center Improvement
and Zoning Commission

Application for Certificate of Appropriateness

Historical Preservation and Landmark
Board of Review

Date Received _____ Certificate Number _____

Location of Property _____
(Address)

Legal Description:

Addition: _____ Block _____ Lots _____

Designation:

Historic Preservation Zoning Historical Landmark Historical Overlay

Area Layout:

Width _____ Length _____ Square Feet _____

Building Lines:

Front yard _____ Side yard _____ Rear yard _____

Main Dwelling:

Width _____ Length _____ Square Feet _____ Height _____

Garage:

Width _____ Length _____ Square Feet _____ Height _____

Auxiliary Building: Type _____ Sq.Ft. _____ Height _____

Auxiliary Building: Type _____ Sq.Ft. _____ Height _____

Off-Street Parking:

#Spaces _____ Covered _____ %Type Surface _____

(over)

Nature of Improvement: (Check All that Apply)

Stabilization Adaptive Alteration Restoration

Rehabilitation Conservation New Construction Demolition

General Description of "Each" Modification and/or Improvement _____

(Include the exact description of all material being used, and the method of application. Attach Additional sheets if necessary.)

Type Plans Submitted:

Architectural Mechanical Structural Site

Sample Materials: _____

Photographs/Renderings _____

Estimated Cost \$ _____ Probable Date of Completion _____

I (we) as the owner(s) or authorized agent of the owner(s) of the property that is the subject of this application declare that the statements herein and the attached exhibits present the information required for this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

Applicant _____

Address _____

Phone _____ Fax _____

Owner _____

Signature

Board Action: Approval Disapproval

Date _____ Director _____

OAC 120:10-11-8. Certificate of Appropriateness

(a) **When required.** A Certificate of Appropriateness shall be required in the following instances before the commencement of work upon any structure or site located within the "HL", Historical Landmark or "HP", Historic Preservation District, to-wit:

- (1) Whenever such work requires a building permit or fence permit issued by the Zoning Commission.
- (2) Whenever such work includes the application of paint to a previously unpainted brick or masonry exterior surface or the construction or enlargement of a driveway or parking area.
- (3) Whenever such work includes the erection, moving, demolition, reconstruction, restoration or alteration of the exterior of any structure or site, except when such work satisfies all of the requirements for "ordinary maintenance and repair" as defined in this Subchapter.

When applying for a Certificate of Appropriateness the applicant shall furnish *two (2) copies* of all detailed plans, elevations, perspectives and specifications and the Director of the Capitol-Medical Center Improvement and Zoning Commission shall forward to the Board such application for a building permit within *five (5) days* of receipt thereto. Any applicant may request a meeting with the Board before submitting an application and may consult with the Board during the review of the permit application.

Ordinary maintenance and repair means any work for which a building permit or any other permit or certificate is required and where the purpose of such work is *stabilization*, and further, where such work will not noticeably change the exterior appearance of the resource. Any work not satisfying the above requirements *shall not* be considered ordinary maintenance and repair. The application of paint to a previously unpainted brick or masonry *shall not be* considered ordinary maintenance and repair, *nor shall* the construction or enlargement of a driveway or parking area be considered ordinary maintenance and repair.

Stabilization means the process of applying measures designated to halt deterioration and to establish the structural stability of an unsafe or deteriorated resource while maintaining the essential form as it presently exists without noticeably changing the exterior appearance of the resource.