

VERSION 1.0 AUGUST 2015

EFFECTIVE SEPT 1, 2015



CAPITOL – MEDICAL CENTER IMPROVEMENT AND ZONING COMMISSION  
HISTORICAL PRESERVATION AND LANDMARK BOARD OF REVIEW

# HISTORIC PRESERVATION REVIEW

Submittal Packet

**Applicable Districts and Landmarks:**

Capitol – Lincoln Terrace Historic District

Governor's Mansion

Maywood Presbyterian Church (Oklahoma Department of Commerce)

Wilson – Harn Historic District

**Staff Contacts:**

Ben Davis, Planning Director

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## HISTORIC PRESERVATION REVIEW PROCEDURES

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### BEFORE YOU START YOUR APPLICATION

Before submitting an application, you are encouraged to review the U.S. Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, available online at <http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>, and to discuss your project with the commission's staff. Staff contacts are located on the cover sheet.

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### APPLICATION SUBMITTAL

- Submit **in person** the following items: application, checklist and all required documentation, as described in the checklist, to commission staff at 2401 N. Lincoln (Will Rogers Building), 2<sup>nd</sup> Floor, Oklahoma City. You are encouraged to call prior to arrival to ensure staff is available to meet with you. Visitor parking is located in the west parking lot.
  - Initial submittals must be made in person. Delivery via postal service or email will not be accepted.
  - Staff will determine whether the project is subject to review by staff or by the Historical Preservation and Landmark Board of Review.
  - Currently, there are no fees associated with applying for a Certificate of Appropriateness.
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### PROPOSAL REVIEW

- Within five days of submittal, staff will contact the applicant to request additional information, if necessary. Staff will inform the applicant of the deadline for submittal of the requested information.
  - If requested information is not provided by the deadline, it may result in delay of review and approval.
  - Submittal deadlines are located at [http://www.ok.gov/DCS/Zoning\\_Commission/Application\\_Deadlines.html](http://www.ok.gov/DCS/Zoning_Commission/Application_Deadlines.html).
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### PUBLIC HEARING BY THE BOARD OF REVIEW

- Applicants, project representatives and/or property owners are **strongly encouraged** to attend the board meeting in order to respond to questions that may affect approval of the proposed project.
  - If no representative is present to answer questions, the board may continue or deny the project.
  - The board may request additional information in order to make a fully informed decision, in which case they may continue your application to a specific future hearing.
  - Additional information **will not** be accepted by the board at the public hearing.
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### POST-HEARING/DECISION

- Certificates of Appropriateness will be issued five business days after they are approved at the public hearing. Any work done prior to issuance and without a Certificate of Appropriateness **will be** considered a violation.
- Your project may require additional building permits from the commission and/or from the City of Oklahoma City. A complete copy of your Certificate of Appropriateness and all attached documents **must be submitted** in order to receive your building permit; please keep copies of your Certificate of Appropriateness and attachments for your records.

## SUBMITTAL CHECKLIST

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### PURPOSE

The purpose of the documentation is to illustrate what the property looks like **now**, what work is **proposed**, and what the property would look like **after** the proposed work is completed. Please consult staff if you have questions about how to adequately document your proposed project.

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### DRAWING STANDARDS

- 1. Scale
  - 2. North arrow/directional reference
  - 3. Property lines
  - 4. Specification of materials
  - 5. Dimensions
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### MINIMUM REQUIRED DOCUMENTS

- A. Scope of work** – A written description of each proposed work item must be included on the application form itself. Additional pages may be attached if more detail is necessary.
- B. Documentation of existing conditions** – Documentation of the appearance, condition and dimensions of any existing materials to be replaced or altered must be submitted.
  - 1. Clear photographs of each work item, printed on regular 8.5" x 11" paper (no photo paper)
  - 2. Drawings or labeled photographs with accurate dimensions and materials (no photo paper)
- C. Site plans** for existing and proposed work as follows:
  - 1. Buildings, including garages
  - 2. Fences, fence walls and retaining walls
  - 3. Sidewalks and driveways
  - 4. Landscape elements, including decks, sheds, etc.
- D. Elevations, floor and roof plans**, including existing and proposed features and elements:
  - 1. Exterior materials and architectural elements
  - 2. Doors, windows, awnings and light fixtures
  - 3. Porches, stoops, steps, ramps, railings
  - 4. Roof plan showing ridgelines, chimneys, vents, gutters, etc.
- E. Construction methods and materials**
  - 1. Roof features, including chimneys, turbines, vents, gutters, etc.
  - 2. Brick/masonry color, size and pattern
  - 3. Siding profile, dimensions, reveal
  - 4. Foundation material, dimensions and features
- F. Products**
  - 1. Cut sheet or brochure of any commercial product to be used, with dimensions, materials and color
  - 2. Photographs or drawings of custom products to be used, with dimensions, materials and color (no photo paper)
- G. Additional documentation for new construction or additions**
  - 1. Floor height, with comparison to neighboring properties and primary structure (additions)
  - 2. Total height, with comparison to neighboring properties and primary structure (additions)
  - 3. Site plan with setbacks and siting of neighboring properties
  - 4. Topographical information for existing site and any proposed changes

### TYPICAL DOCUMENTATION REQUIREMENTS BY PROJECT TYPE

- 1. Roof replacement: A, B, C, E and F
- 2. Siding replacement: A, B, C, E and F
- 3. Fence replacement: A, B, C, E and F
- 4. Yard elements (sheds, decks, etc.): A, B, C, D, E and F
- 5. New construction: All
- 6. Additions: All
- 7. Window replacement: See window requirements

## REQUIRED DOCUMENTATION FOR PROPOSED WINDOW REPLACEMENT

Applicants are encouraged to repair and retain existing historic windows. In some cases, replacement windows may be justified. For proposed projects that include window replacement, the following documentation must be provided:

1. **Documentation of the reason for replacement:** photographs and written description showing that windows are beyond repair, or explanation that existing windows are not historic (no photo paper).\*
2. **Clear photographs of all types of existing windows, printed on regular 8.5"x11" paper.** When windows are boarded over, remove boards from typical windows in order to take photographs.
3. **Drawings or measured photos** illustrating dimensions and profile of components of all types of existing windows, including the head, jamb, sill and muntins (see Figure 1).\*\*
4. **Wall section drawings** illustrating the horizontal and vertical sections of all existing\*\* and proposed replacement windows. These drawings should include proposed head, jamb, sill, and muntin section details, and relationship of the frame (if being replaced) to the wall (see Figure 2).
5. **Manufacturer's specifications** for proposed replacement windows, including materials and any glass treatments, such as low emissivity (Low-E) coating, levels of reflectivity, and visible light transmittance.

*\*When historic windows do not exist, sections of proposed replacement windows should still be provided. For information about appropriate window design in this case, contact commission staff.*

*\*\*Wall sections illustrating existing windows are preferred, but labeled photos showing the same information as would be included in the wall section are acceptable.*

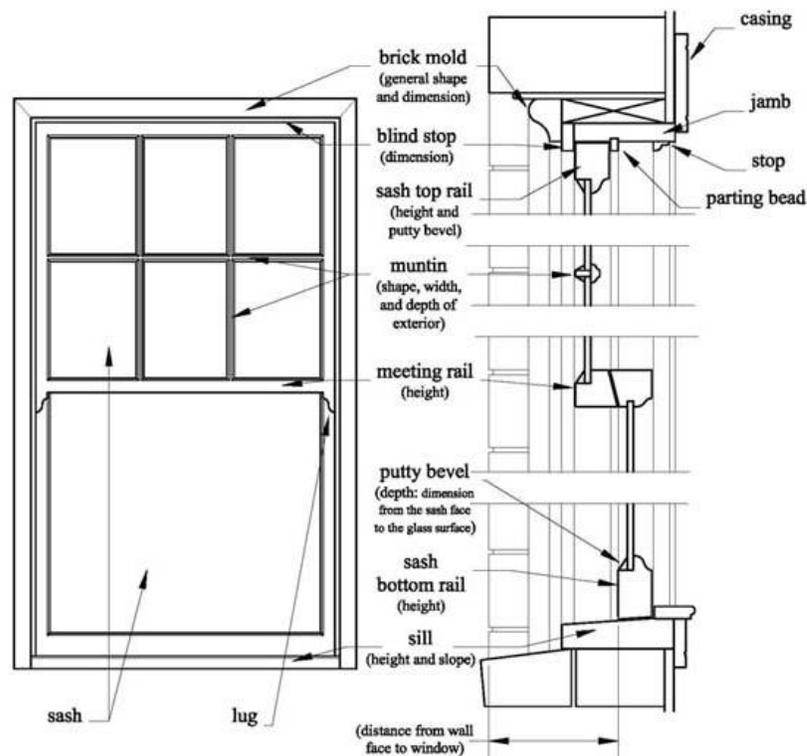


Figure 1

Figure 2



**State of Oklahoma  
Capitol-Medical Center Improvement  
and Zoning Commission**

P O Box 53448, Oklahoma  
City, OK 73152-3448

**Application for Certificate  
of Appropriateness**

Phone: 405-522-0440 Fax: 405-522-3861  
[http://ok.gov/DCS/Zoning\\_Commission/](http://ok.gov/DCS/Zoning_Commission/)

Date Stamp: _____	<b>COMMISSION USE ONLY SECTION</b>	Certificate Number: _____
<b>Zoning:</b> <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Historical Landmark		Received by: _____

**Location of Proposed Work:**

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Legal Description of Property:**

\_\_\_\_\_ Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_  
 Year Built: \_\_\_\_\_ Exterior Wall Material: \_\_\_\_\_ Floor Area (s.f.): \_\_\_\_\_

**Itemized Proposed Work** (List each item proposed. Work not listed here will NOT be reviewed. Attach additional pages as necessary.):

**Property Owner:**

\_\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Applicant/Authorized Representative (if different from owner):**

\_\_\_\_\_ Name/Business Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact:     Owner     Representative

Is federal funding, a federal license, or a federal permit included/required for any part of this project?     Yes     No  
 If yes, what federal agency? \_\_\_\_\_

Is the property owner pursuing the Federal Tax Credits for Rehabilitation of income producing historic properties?  
 Yes     No (For questions concerning the federal tax credit program, contact the State Historic Preservation Office at 405-522-4479.)

**Authorization**

I hereby certify that all above statements and statements contained in all attached and transmitted exhibits are true to the best of my knowledge and belief. In the event that this proposal is approved and begun, I agree to complete the changes in accordance with approved plans in a good and workmanlike manner. I authorize the State of Oklahoma to enter the property for the purpose of observing and photographing the project for presentations and to ensure consistency between the approved proposal and the completed project. I understand that my proposal may require additional approvals/permits from the State of Oklahoma and/or the City of Oklahoma City.

(If applicable): I authorize my representative to speak for me in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

*NOTE: Specific deadlines apply to submission of the application and necessary additional documentation. Should your proposal be continued or denied, you are responsible for compliance with those deadlines.*