



CERTIFICATE OF APPROPRIATENESS
HISTORIC AND CULTURAL LANDMARKS COMMISSION

CITY OF FORT WORTH, TX 76102 1000 THROCKMORTON (817) 392-8037 / Fax: (817) 392-8016

Table with 2 columns: 2016 HCLC Meeting Dates and Application Deadline. Rows include months from January to December with corresponding dates.

How does the COA process work?

Step 1: Application

Upon submission of the completed application, the item will be placed on the next scheduled Historic and Cultural Landmarks Commission (HCLC) meeting as a public hearing action item.

Step 2: Hearing

The application shall be heard within 45 days after receipt of a completed application, or as soon thereafter as is reasonable. The HCLC may delay the hearing for a reasonable time if they find that all parties who have an interest in the structure or property are not present...

ACKNOWLEDGEMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above application to the Historic and Cultural Landmarks Commission public hearing.

I understand that in considering my application, the Commission determines whether the proposed work complies with the design guidelines for the "HC" Overlay District and The Secretary of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings", and that copies of these will be furnished upon my request.

I understand that deviation from the Guidelines or Standards may be accepted by the Historic and Cultural Landmarks Commission based on a written statement explaining one or more of the following:

- a. Rationale why property is no longer historically, culturally, architecturally or archaeologically significant.
b. Proof of economic hardship
c. Rationale for why the proposed change is compatible with or will not affect an overlay district.

I understand that any owner dissatisfied with the action of the Commission regarding the issuance or denial of a Certificate of Appropriateness shall have the right to appeal to the Appeals Board within 10 calendar days after the Commission's decision.

I agree to provide any additional information necessary for determining eligibility as requested by the Planning Department, the Landmarks Commission or City Council.

Owner/Agent: _____ Date: _____



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HISTORIC PROPERTY

Street & Number:
Zoning: ___ HSE (Highly Significant Endangered) ___ HC (Historic & Cultural Landmark) ___ DD (Demolition Delay)

PROPERTY OWNER / AGENT

Owner's Name: Phone Number:
Mailing Address: Email:
City: State: Zip Code:
Agent (if any): Phone Number:
Street & Number: Email:
City: State: Zip Code:

REQUIRED DOCUMENTATION

Is your proposed work for:

___ In-Kind Replacement and Minor Exterior Alterations

___ New Construction, Additions, Major Exterior Alterations. Please include the following with your application:

- ___ Detailed description of proposed work
___ Site Plan of the property.
___ Elevation drawings of the current and proposed changes.
___ Floor Plan
___ Photographs of the affected area - four elevations of the structure or property and adjacent structures or property
___ All materials indicated
___ Roof Plan

*All drawings MUST be measured and drawn to scale and submitted in no larger than 11" x 17" format. Electronic Submission is preferred.

___ Demolition Part or Whole (circle one)

- ___ Structural reports and Proof of Economic Hardship to document the reasons for demolition
___ Site Plan
___ Photographs of the affected area - four elevations of the structure or property

___ Other (please contact staff for specific requirements applicable to your case).

Please note: Staff has the right to request any additional information necessary to make the appropriate recommendations.

DESCRIPTION OF WORK

Please describe in detail the work you intend to complete. If necessary, continue on an additional sheet.

Multiple horizontal lines for describing the work.



HISTORIC SITE TAX EXEMPTION APPLICATION

HISTORIC AND CULTURAL LANDMARKS COMMISSION

CITY OF FORT WORTH, TX 76102 1000 THROCKMORTON (817) 392-8037 / Fax: (817) 392-8016

2016 HCLC Meeting Dates..... Application Deadline	2016 HCLC Meeting Dates Application Deadline
January 11..... December 21	July 11 June 20
February 8..... January 19	August 8 July 18
March 14 February 15	September 12..... August 15
April 11 March 21	October 10..... September 19
May 9..... April 18	November 14..... October 17
June 13..... May 16	December 12..... November 21

How do I obtain the Historic Site Tax Exemption?

The Historic Site Tax Exemption (HSTE) involves a two-part process that requires approval by the HCLC and the City Council before the project is started, and final verification by the HCLC and the City Council upon completion of the project. The Tax Exemption will go into effect January 1st of the year following City Council verification. The Tax Exemption freezes the taxable ceiling of the land and improvements at the pre-renovation values for the purpose of assessing City of Fort Worth taxes. The exemption period is ten (10) years. Application to the Tarrant Appraisal District must be made by the property owner each year of the exemption.

Eligibility for the Tax Exemption requires that an investment equal to or greater than 30% of the assessed valuation of the improvements be spent on rehabilitation. The HCLC must approve all work requiring a Certificate of Appropriateness in advance. Work, which does not require a Certificate of Appropriateness, may be counted toward the investment up to five years after the expenditure with appropriate receipts. Please contact the Historic Preservation Officer for more information.

Step 1: Partial Approval

Upon submission of the completed application, the item will be placed as a public hearing action item on the next scheduled HCLC meeting. Incomplete applications will not be accepted or forwarded to the HCLC for action. Please see the HSTE page of the application for required documentation. Upon approval by the HCLC, your application will be forwarded to the City Council for action.

Step 2: Verification

Upon completion of the stabilization or rehabilitation project, the applicant shall return the documents listed on the HSTE page of the application to the HCLC for verification. If the verification of completion is favorable, the HCLC shall forward your application to the City Council for verification approval. Once verified, City staff notifies the Tarrant Appraisal District of the tax exemption to begin on January 1 of the following year.

If the verification of completion is unfavorable, you shall be required to complete the project in order to secure the HSTE; your application will be returned for consideration of approval after all work has been completed.

NOTE: Upon verification of the HSTE, a signed and notarized copy of the City of Fort Worth form "Notice of Historic Site Tax Exemption" shall be filed in the office of the Tarrant County Clerk before the City shall grant the HSTE.

ACKNOWLEDGEMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above application to the Historic and Cultural Landmarks Commission public hearing. I understand that if I am not present or represented at the public hearing, the Landmarks Commission may continue or disapprove/deny the application. I authorize members of the Landmarks Commission and officers of the city to visit and inspect the property.

I understand that there are two steps to receiving the Historic Site Tax Exemption. The first step is submitting the Historic Site Tax Exemption and Certificate of Appropriateness applications to the Landmarks Commission prior to starting rehabilitation. I understand that required permits and inspections must be obtained from the Development Department. The second step in receiving the tax exemption occurs upon completion of the project. I am responsible for submitting the required documentation to the Planning Department for verification of the project's completion by the Landmarks Commission and the City Council.

I agree to provide any additional information necessary for determining eligibility as requested by the Planning Department, the Landmarks Commission or City Council.

Owner/Agent Signature

Date

