



## **Sec. 14.13.001 CERTIFICATE OF APPROPRIATENESS**

- (a) Generally. Land development applications within the Downtown (DT) zoning district require a certificate of appropriateness to ensure that all new development on the exterior of all buildings and structures within the district is compatible with the requirements set out in [section 14.05.007](#), *Historic Standards for Downtown District*.
- (b) Submittal requirements. The applicant shall submit an electronic copy in PDF format which can be easily printed clearly showing all detailed plans, elevations, perspectives, specifications and other documents to the administrator for work on the exterior of a building within the DT zoning district regardless of whether or not a building permit is required.
- (c) Public hearing.
- (1) Next available regular meeting. The planning and zoning commission shall hold a public hearing on the application at its next available regular meeting.
- (2) Approval criteria. If the commission finds the proposed work of a nature which will not adversely affect any significant architectural or historical feature of the designated DT district, and is appropriate and consistent with the spirit and purposes of this section, it shall forward its recommendations to the applicant and to the administrator within five days after the public hearing.
- (3) Disapproval criteria. If the commission finds that the proposed work will adversely affect or destroy any significant architectural or historical feature within the DT district or is inappropriate or inconsistent with the spirit and purposes of this section the administrator shall, within five days of the public hearing, notify the applicant of the disapproval and of changes in the application which are necessary for future approval.
- (4) Failure to act. If no action has been taken by the planning and zoning commission within 60 days of original receipt by the commission, approval shall be deemed issued by the commission, and the administrator shall so advise the applicant.
- (5) Notification requirements. See [section 14.11.006](#), *Public Notice*.
- (d) Resubmittal. After a decision is reached by the planning and zoning commission denying an application for a certificate of appropriateness, a resubmittal of application will not be accepted for additional hearing within 12 months from the date of final decision, except upon written request by the applicant indicating that there has been a change in conditions or that all changes in the application as recommended by the commission have been made.



## **Application for Certificate of Appropriateness for Historic Overlay District/Registered Historic Properties**

A Certificate of Appropriateness is required for properties within the designated **Historic Overlay Districts/ Registered Historic Properties in the City of Plainview** that includes any alteration, remodeling, restoration, additions, new construction, outdoor sign, or demolition work visible from any adjacent street, to any portion of the exterior of the main buildings.

***This certificate must be granted before the City will issue any permits. The certificate is required, whether or not a permit(s) is required. The review process may take up to 60 days after receiving completed application.***

Applications can be submitted along with the \$50 application fee to the Community Development Department, City Hall – 901 Broadway, from 8:00 a.m. – 5:00 p.m. Monday – Friday.

**INSTRUCTIONS:** Please type or print legibly. Submit with additional information as requested.

**Applicant Name:** \_\_\_\_\_

**Building Address:** \_\_\_\_\_

**Address (if different from building):** \_\_\_\_\_

**Telephone/Email:** \_\_\_\_\_

**If owner is different from applicant:**

**Owner Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone/Email:** \_\_\_\_\_

**Legal Description of Property** (available at the Hale County Appraisal District's website - [www.halecad.org](http://www.halecad.org)):

\_\_\_\_\_  
**Subdivision**

\_\_\_\_\_  
**Block**

\_\_\_\_\_  
**Lot**

**Description of proposed work, including start/ finish dates.** (attach additional paper and photos if needed)

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**Are there any structural, electrical, plumbing or HVAC changes necessary to accommodate the project?**  
**If yes, please explain.** (additional permits may be required)

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**Contractor/ Engineer/ Architect information** (if applicable)

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- The following exhibits are required, depending on type of work proposed:**
- Current façade (street side) photograph(s) of property and location of proposed alterations
  - Professional or architectural drawing(s)/ building plans showing the proposed alterations
  - Appropriate permit(s) as needed.

<hr/> <b>Applicant’s Signature</b>	<hr/> <b>Date</b>
<hr/> <b>Main Street Office Signature</b>	<hr/> <b>Date</b>
<hr/> <b>Community Development Signature</b>	<hr/> <b>Date</b>

**PLEASE SUBMIT ALL APPLICATIONS PRIOR TO BEGINNING ANY WORK FOR APPROVAL TO THE CITY OF PLAINVIEW’S COMMUNITY DEVELOPMENT OFFICE (City Hall – 901 Broadway).** For more information, contact Melinda Brown, [mbrown@plainviewtx.org](mailto:mbrown@plainviewtx.org) or call 296.1119.

By my signature, I understand that it will be my responsibility to ensure at all times compliance with the applicable laws of the State of Texas, Federal Government, and the City of Plainview with respect to the permit which may be issued for this project. The Building Inspector is hereby given authority to make inspections of the project site at any time during the progression of work and stop all work not in conformity with this permit, the plans and specifications or any laws of the State of Texas, Federal Government or City of Plainview.