



# Certificate of Appropriateness Application Overview

## 1. Purpose

The intent of the Certificate of Appropriateness (COA) is to insure that the integrity and character of McKinney's landmarks and Historic Districts are maintained. By maintaining the historic character, we maintain the historic character of the district, as well as home values.

## 2. Criteria for Approval

The primary instrument that the City of McKinney uses to determine whether an intended action is appropriate or inappropriate is the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings: <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>  
<https://www.nps.gov/tps/standards/rehabilitation/rehab/guide.htm>

## 3. Pre-Application Meetings

All applicants are encouraged to schedule a pre-application meeting with the Historic Preservation Officer prior to an application being submitted. Minor maintenance projects can often be approved at this meeting. Pre-application meetings can be scheduled by calling Guy Giersch @ 972.547.7416 or Terri Ramey @ 972.547.7417.

## 4. Site Plans, Floor Plans, and Elevation Drawings

All COA applications require at least one of the following: a detailed, accurate site plan or survey, elevation drawings, and floor plan drawings. Staff strongly encourages applicants to retain the services of a design professional to prepare the required drawings as they generally need to be to scale and have dimensions. The City is unable to accept site plans, surveys, floor plans, or elevations that are incomplete, illegible, unclear, or do not meet the criteria listed on the Application Checklist. Such determinations are made at the discretion of the City.

## 5. Other programs available

Not all projects require an approved COA; however, your project could qualify for tax exemptions, refund of impact fees, etc. Please check with the Historic Preservation Officer for more information.

## 6. Contact information

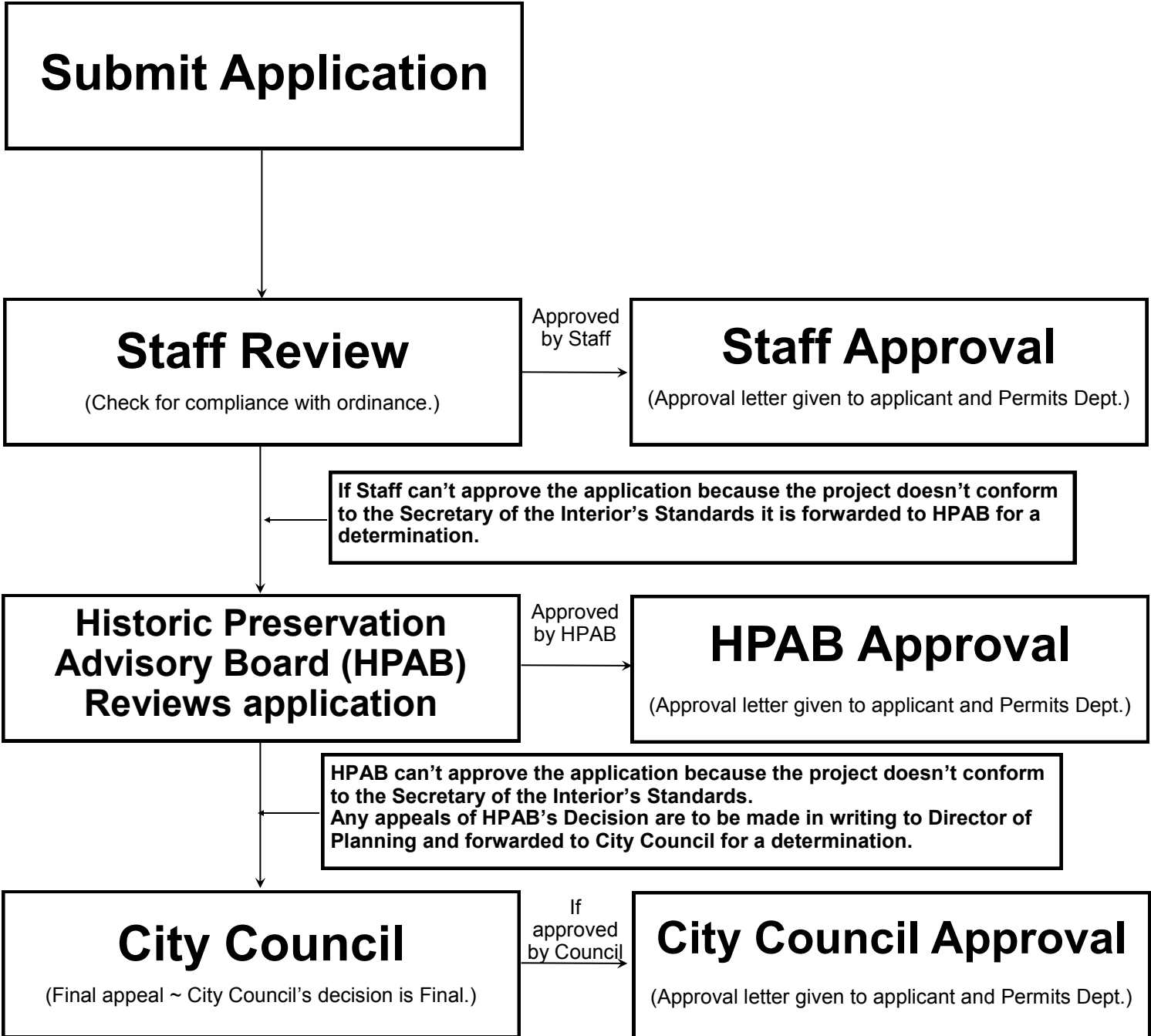
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This publication can be made available upon request in alternative formats, such as, Braille, large print, audiotape or computer disk. Requests can be made by calling 972-547-2694 (Voice) or email [contact-adacompliance@mckinneytexas.org](mailto:contact-adacompliance@mckinneytexas.org). Please allow at least 48 hours for your request to be processed.



# Certificate of Appropriateness Application Flowchart





# Certificate of Appropriateness Application

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.  
PLEASE REFER TO THE "LIST OF REQUIRED SUBMITTALS"**

By signing this Certificate of Appropriateness (COA) application, the applicant affirms:

- All submitted information for this application represents an accurate description of the proposed work.
- The applicant certifies that the project described in this application will be constructed in exact accordance with aforesaid plans and specifications.
- The applicant agrees to conform to all conditions of approval.
- It is understood that approval of this application by the Historic Preservation Officer or the Historic Preservation Advisory Board in no way constitutes approval of a building permit or other required City permit approvals.
- Filing an application does not guarantee approval.
- The COA becomes null and void if authorized construction is not commenced within one year.
- Work proposed in this application may also be eligible for the City's tax exemption program or impact fee waiver program. To see if you qualify, please contact the Historic Preservation Officer.

**ADDRESS OF SUBJECT PROPERTY:** \_\_\_\_\_

**APPLICANT / CONTACT PERSON**

**OWNER** (If multiple owners/addresses, attach additional sheets as necessary.)

Name (Print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, & Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Name (Print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, & Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

COA Case # \_\_\_\_\_  
 Preservation Priority: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_  
 Type of project: \_\_\_\_\_  
 Built Circa: \_\_\_\_\_



## Certificate of Appropriateness Application Checklist

### List of Required Submittals

Only complete applications will be accepted.

- Completed Certificate of Appropriateness (COA) application form**
- Letter of Intent - Application Narrative explains project and materials.**
- Site Plan or Survey of the subject property**
  - To scale on 8.5" x 11" or 11" x 17" paper
  - Dimensions and exact locations of all property lines, structures, parking spaces, and landscaping
  - North arrow
- Elevation drawings**
  - On 8.5" x 11" or 11" x 17" paper
  - Depicts all sides of existing and proposed structures
- Floor Plans**
  - To scale on 8.5" x 11", 8.5" x 14", or 11" x 17" paper
  - Locations of all doorways, windows, and walls (interior and exterior)
  - Dimensions and Area of each room
  - North arrow
- Samples or a detailed brochure for new materials to be used**
- Photographs of the subject property and structures in question**

***Return all forms and documentation to the Historic Preservation Office,  
Development Services Building, 221 N. Tennessee St. McKinney, TX 75069.***



# Certificate of Appropriateness Application Narrative

All applications must provide justification for the requested Certificate of Appropriateness based on the criteria set forth in the City Code of Ordinances. These criteria are based upon the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties (available on-line at [http://www.nps.gov/history/hps/tps/standards\\_guidelines.htm](http://www.nps.gov/history/hps/tps/standards_guidelines.htm)). Please type or print clearly. Illegible responses will not be accepted. Please use additional sheets if necessary.

## GENERAL INFORMATION

Property Address: \_\_\_\_\_

### Type of Request

- Alteration of building/structure
- New construction
- Fencing
- Signage
- Demolition
- Other: \_\_\_\_\_

### Proposed Use

- Single-family residence
- Multi-family residence
- Commercial
- Office
- Restaurant
- Other: \_\_\_\_\_

## WRITTEN DESCRIPTION OF PROPOSED WORK

Explain what changes will be made to the following architectural elements and how the changes will be accomplished. Please provide a detailed brochure or samples of new materials.

1. Structural System \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Roof and Roofing System \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Windows \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Doors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Rec'd. \_\_\_\_\_

Case # \_\_\_\_\_

