



## HISTORIC PRESERVATION PLANNING DEPARTMENT

# Certificate of Appropriateness Application Overview (SOP)

### 1. Purpose

The intent of the Certificate of Appropriateness (COA) is to insure that the integrity, character, and value of McKinney's landmarks and Historic Districts are maintained.

### 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 Paula Jarrett Nasta, AIA @ 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

Paula Jarrett Nasta, AIA  
Historic Preservation & Downtown Development Planner  
Phone # 972.547.7416  
E-mail: pnasta@mckinneytexas.org

Terri Ramey  
Administrative Assistant  
Phone @ 972.547.7417  
E-mail: tramey@mckinneytexas.org



# HISTORIC PRESERVATION PLANNING DEPARTMENT Certificate of Appropriateness Application Flowchart

**Submit Application**

**Staff Review**

(Check for compliance with ordinance.)

Approved  
by Staff

**Staff Approval**

(Approval letter given to applicant and Permits Dept.)

If Staff can't approve the application because the project doesn't conform to the Secretary of the Interior's Standards it is forwarded to HPAB for a determination.

**Historic Preservation  
Advisory Board (HPAB)  
Reviews application**

Approved  
by HPAB

**HPAB Approval**

(Approval letter given to applicant and Permits Dept.)

HPAB can't approve the application because the project doesn't conform to the Secretary of the Interior's Standards. Any appeals of HPAB's Decision are to be made in writing to Director of Planning and forwarded to City Council for a determination.

**City Council**

(Final appeal ~ City Council's decision is Final.)

If  
approved  
by Council

**City Council Approval**

(Approval letter given to applicant and Permits Dept.)



**HISTORIC PRESERVATION  
PLANNING DEPARTMENT**

**Certificate of Appropriateness  
Application**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.  
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 office.

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

**APPLICANT/CONTACT PERSON:**

**OWNER:** Attach additional sheets for Multiple owners and/or addresses.

**NAME (Print):** \_\_\_\_\_  
**ADDRESS (line 1):** \_\_\_\_\_  
**ADDRESS (line 2):** \_\_\_\_\_  
**City, ST, ZIP:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**NAME (Print):** \_\_\_\_\_  
**ADDRESS (line 1):** \_\_\_\_\_  
**ADDRESS (line 2):** \_\_\_\_\_  
**City, ST, ZIP:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

<b>For Office Use Only</b>		Date Received: _____	
COA Case #: _____		Type of Project: _____	
Preservation Priority: _____		Built Circa: _____	
<input type="checkbox"/> Approved. Please release the building permit.	<input type="checkbox"/> Approved with conditions. Please release the building permit. In accordance with conditions.	<input type="checkbox"/> HPAB. Forwarded to HPAB for review. Do Not release building permit.	<input type="checkbox"/> Denied. Do Not release the building permit.



**HISTORIC PRESERVATION  
PLANNING DEPARTMENT**

**Certificate of Appropriateness  
Application Checklist**

**List of Required Submittals**

Only complete applications will be accepted.

- Completed Certificate of Appropriateness (COA) application form**  
All COA's must be submitted 2 weeks prior to HPAB Meeting.
- Letter of Intent - Application Narrative explains project and materials.**
- Elevation drawings of proposed changes**
  - Depicts all sides of existing and proposed structures
- Site Plan or Survey of the subject property**
  - To scale
  - Dimensions and exact locations of all property lines, structures, parking spaces, and landscaping
  - North arrow
- Floor Plans (Additions, modifications, and new buildings; *as requested*)**
  - To scale
  - Locations of all doorways, windows, and walls (interior and exterior)
  - Dimensions and Area of each room
  - North arrow
- Photographs of the subject property and structures in question**
  - Photos of adjacent properties and historic photos are also helpful

**Samples or a detailed brochure for new materials to be used (*as requested*)**

- Sign and Lettering Approvals:**  
If submitting a COA for signs or lettering you must provide:
  - A scaled drawing showing the type and size of the lettering
  - All colors to be used
  - Description of materials
  - A plan showing the location of the sign/lettering on the building or site
  - An explanation of the method of illumination, if applicable.

***Return all forms and documentation as PDF's to the Historic Preservation Office,  
Development Services Building, at  
contact-historicpreservation@mckinneytexas.org***



# 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Case#:

Date Received:



# Certificate of Appropriateness Application Narrative, cont.

### WRITTEN DESCRIPTION OF PROPOSED WORK — continued

Explain what changes will be made to the following architectural elements and how the changes will be accomplished.

**5. Exterior siding**

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**6. Decorative elements (windows, doors, ornamental trims,**

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**7. Porches, Carriage porch, Patio, Carport, and Steps**

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**8. Outbuildings**

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**9. Landscape, Parking, Sidewalk, Garden features**

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**11. Other (Ex. Fences etc.)**

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***Return all forms and documentation as PDF's to the Historic Preservation Office, Development Services Building, at [contact-historicpreservation@mckinneytexas.org](mailto:contact-historicpreservation@mckinneytexas.org)***

**Case #**

**Date Received:**



## HISTORIC PRESERVATION PLANNING DEPARTMENT

# Certificate of Appropriateness Information

The McKinney Historic Preservation Office welcomes you to the historic preservation community. Ownership of a designated historic building makes you a steward of McKinney's history. The Certificate of Appropriateness review process is designed to preserve the distinct character of McKinney's designated historic properties and the integrity of its older neighborhoods.

### **What is a Designated Historic Property?**

A designated historic property is one that is listed in the McKinney Historic Properties wither individually or as part of a historic district, or is located within the historic districts defined by the McKinney City Code Section 146-96 and Section 146-97.

### **Certificate of Appropriateness Application**

All owners of properties within the historic preservation overlay district are required to obtain a Certificate of Appropriateness (COA) before making any exterior changes to their property. Completed COA's must be received by the City's Historic Preservation Office at least two weeks prior to the scheduled Board meeting in order to be placed on the agenda; assuming the COA application needs to go to the Board.

### **Standards and Guidelines**

The primary instruments 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>

### **Processing Certificates of Appropriateness**

The processing of Certificates of Appropriateness involves reviewing, interpreting, explaining, and ensuring compliance with provisions of federal, state, and city laws, codes, ordinances, rules, regulations, policies, procedures, standards, and other guidelines that pertain to historic preservation. There is significant coordination of the Historic Preservation Office with the Departments of Planning, Engineering, Building Inspections, Public Information, Convention & Visitors Bureau, McKinney Main Street, Texas Historic Commission, Collin County Historic Commission, and the National Trust.

This publication can be made available upon request in alternative formats such as Braille, large print, audio tape, or computer disc. Requests can be made by emailing [contact-adacompliance@mckinneytexas.org](mailto:contact-adacompliance@mckinneytexas.org). Please allow 48 hours for your request to be processed.