

CITY OF MCKINNEY

CERTIFICATE OF APPROPRIATENESS CHECKLIST



HISTORIC PRESERVATION/PLANNING

221 N. TENNESSEE ST, MCKINNEY, TX 75069





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PURPOSE & CRITERIA FOR APPROVAL



Purpose:

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 (CoA) review process is designed to preserve the distinct character of McKinney's designated historic properties and the integrity of its older neighborhoods.

Certificate of Appropriateness Applications

Prior to any work for new development, redevelopment, restoration, reconstruction, expansion, alteration, change of materials, relocation, or demolition on any property that is visible from the public right-of-way located within the Historic Overlay District, a Certificate of Appropriateness is required to ensure appropriateness in the Historic Overlay District. Many CoAs can be reviewed and approved by staff. If a COA request must go before the HPAB, the completed application must be received by the Historic Preservation Office at least two weeks prior to the scheduled Board meeting. All application must provide justification for the requested Certificate of Appropriateness based on the criteria set forth in the City Code of Ordinances

A Certificate of Appropriateness is required before a permit can be issued for properties in the historic districts.

Issuance of a certificate of appropriateness is made in accordance with section 203.E.6 of the Unified Development code of McKinney. This includes a review of the priority rating of the property and the Secretary of the Interior's Standards for Rehabilitation and Guideline for Rehabilitating Historic buildings.

<https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.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. Applications may take between 10-30 days for review once a complete application is submitted.

What is a Designated Historic Property?

A designated historic property is one that is listed in the McKinney Historic Resources whether individually or as part of a historic district or is located within the historic districts defined by the McKinney Unified Development Code Section 204.Z. Visit the Historic City Resources Map at McKinneytexas.org/HistoricMap to check your property.

PERTINENT ORDINANCES*



All City of McKinney ordinances are available at Municode.com

**Please note that this is not a comprehensive list. Please refer to the Unified Development Code for all applicable regulations.*

CERTIFICATES OF APPROPRIATENESS: 203.E.6 of the UDC

HISTORIC OVERLAY ORDINANCE: 204.Z of the UDC

HISTORIC NIEGHBORHOOD IMPROVEMENT ZONE ORDINANCE: Section 98-83, 98-84

NEIGHBORHOOD EMPOWERMENT ZONE ORDINANCE: Section 98-83, 98-85

UNIFIED DEVELOPMENT CODE (UDC): Chapter 150, the Unified Development Code (UDC) of the City of McKinney Ordinances as adopted November 15, 2022. This replaced the previous zoning ordinance, Chapter 146.

McKINNEY TOWN CENTER ORDINANCE: Appendix 2B of the UDC

SIGN ORDINANCE: Article 4 of the UDC.

PARKLET & SIDEWALK USE LICENSE ORDINANCE: Section 90-360 through 90-384

TREE PRESERVATION REQUIREMENTS: 206.A of the UDC

APPROVED PLANT LIST: Appendix 2B of the UDC

PERMITTED USES BY ZONING DISTRICT: 205.B and Appendix 2B of the UDC

SPACE LIMITS: These are listed by zoning district in Article 2 of the UDC

CoA PROCESS FLOWCHART



What are the three ways CoAs can be approved?

- Staff Approval Process — projects that conform to the Secretary’s Standards
- Historic Preservation Advisory Board (HPAB) Approval Process - applications may be sent to the HPAB as determined by Staff or on appeal of a staff decision
- City Council Approval Process — appeals of Historic Preservation Advisory Board decisions

Outline of the typical steps involved in each of these approval processes see the chart below.

Start Here	Staff Approval Process	HPAB Approval Process	City Council Approval Process
Step 1	Preapplication Meetings – Applicant may request and schedule a preapplication meeting to review preliminary elevations and materials prior to submitting an application.		
Step 2	CoA Submittal - See the Checklist for submittal requirements, and the Submittal and Revision Guidelines for assistance submitting plans.		
Step 3	Staff Review - Once the documents are received, the Historic Preservation Office will coordinate with other city departments for compliance with ordinances. Staff may request additional documentation to complete the application review.		
Step 4	Staff Comments - The Historic Preservation staff will ensure that all comments are returned to the applicant via email.		
Step 5	Applicant Submitted Revisions - The applicant will then be responsible for revising and resubmitting the plans. Step 2 and Step 3 will repeat until all comments are addressed.		
Step 6	CoA Approved by Staff.	Staff forwards to Historic Preservation Advisory Board (HPAB) for review.	
Step 7		CoA is scheduled for review by HPAB board meeting (monthly on the first Thursday as needed.)	
Step 8		HPAB Approves or Denies Application	
Step 9			If the HPAB denies the request, the Applicant may appeal to City Council – City Council Decision is Final
Step 10			CoA appeal Approved or Denied by City Council. This is the final action.
Final Step	Once CoA is approved the applicant may submit for a building permit. Work must be completed only as approved by the CoA process. Any changes to the approved plans necessitate a new CoA approval.		

PRE-APPLICATION MEETINGS



Pre-Application Meetings

All applicants are encouraged to schedule a pre-application meeting with the Historic Preservation Officer prior to submitting an application. Minor maintenance projects can often be approved at this meeting. Pre-application meetings can be scheduled by calling the Planning Department at 972-547-2000.

Suggested items for the Pre-application meeting (not required but helpful):

- The property address
- Images of the property/structure
- Images depicting your proposed work
- Questions you have about the process and possibilities
- Proposed elevations

SUBMITTAL REQUIREMENTS CHECKLIST



Submit COA applications via the Customer Self Service Portal found at <https://www.mckinneytexas.org/1517/Development-Portal>

There is no fee for the CoA review.

REQUIRED CSS ATTACHMENTS:

- CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION FORM, signed
- LETTER OF INTENT – see Letter of Intent Guidelines
- ELEVATION DRAWINGS (required for all submittals) *
 - Depicts all sides of existing and proposed structures
 - Drawn to scale, dimensioned, and labeled
- SITE PLAN OR SURVEY*
 - Drawn to scale with north arrow
 - Dimensions and exact locations of all property lines, structures, parking spaces, and landscaping
- FLOOR PLANS (Additions, modifications, and new buildings *as requested*) *
 - Drawn to scale with north arrow
 - Locations of all doorways, windows, and walls (interior and exterior)
 - Dimensions and Area of each room
- PHOTOGRAPHS
 - Photos of existing property and/or items to be changed
 - Photos of adjacent properties (street views)
 - Available historic photos (submit under the “other” tab in CSS)
- SIGN AND LETTERING (if applicable):
 - 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 and 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.
- OTHER MISCELLANEOUS (*as requested*)
 - Samples or a detailed brochure for new materials to be used
 - Additional photos to depict conditions

* 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.

DUE TO HIGH SUBMITTAL VOLUMES AND DUE TO THE PLANNING DEPARTMENT’S CONTINUED EFFORTS TO PROVIDE THE VERY BEST CUSTOMER SERVICE TO ALL OF OUR APPLICANTS, BOTH ALREADY IN QUEUE AND NEW SUBMITTERS, INCOMPLETE SUBMITTALS WILL BE MARKED FOR RESUBMISSION AND WILL NOT BE REVIEWED UNTIL ALL INFORMATION IS SUBMITTED.

LETTER OF INTENT GUIDELINES



All applications require a written letter of intent (not an email). At a minimum, each letter should:

- The Letter of Intent must provide the signature and contact information of the owner or applicant.
- Describe the work to be performed on the exterior of the property. Address each item effected including (as affected):
 - Structure
 - Roof & Roofing materials
 - Proposed materials
 - Windows
 - Doors
 - Siding/cladding
 - Trims and decorative elements
 - Porches, Awnings
 - Garages, Carriage Houses, sheds, & carports
 - Fencing
 - Lighting
 - Signage
 - Sidewalks, Steps, walkways
 - Painting (Commercial area)
- Indicate the type of work proposed: Alteration, New Construction, Fencing, Signage, or Demolition
- Indicate the current and proposed use of the property: Residential, Non-Residential, or other.
- Describe the current condition of the property/structure.
- Describe in detail the location of the property.
 - [Example: approximately (distance) feet South of (street name), approximately (distance) feet North of (street name), approximately (distance) feet East of (street name), and/or approximately (distance) feet West of (street name).]
- Special considerations (i.e. requested variances, unique characteristics of subject property).
- 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).
 - Demolition requests should include an engineer's or architects report detailing the condition of the property.
 - Request for replacement of architectural features should include a description of the condition of the existing item and the proposed replacement.

Please type or print clearly. Illegible letters will be returned for revision and resubmission.

FREQUENTLY ASKED QUESTIONS (FAQs)



Q: Does every change to my property require a Certificate of Appropriateness?

A: All proposed changes to the exterior of your property require consideration by the Preservation Office and are regulated by the City's Unified Development Code which uses the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties. These Standards are used throughout the United States to determine the appropriateness of treatments for historic homes. Some examples of changes that are subject to city regulations include: replacing windows, siding, exterior doors, adding shutters, and adding architectural elements not original to the house, removing masonry, adding or removing porches, railings, chimneys, or removing historic architectural trims, adding or changing fencing and signage.

Maintenance to your property is not restricted if it does not involve changes to the structure, materials, or features. We recommend you consult the Historic Preservation Office to make sure your plans are considered general maintenance and you are using the best methods to preserve your building.

Q: Is my property designated or contributing?

A: The city maintains the McKinney Historic Resource Inventory Survey that lists locally designated and contributing historic properties. A property does not have to be in a district to be considered a historic property; however, the property will not benefit from the overlay protection. You can check whether a property is "H" Overlay District residential area or commercial area by accessing the [Historic District Map Online](#) or by contacting the City Historic Preservation Office at 972-547-2000.

Q: What does it mean to be designated or contributing?

A: A property can have numerous types of designations or no designation at all. Not having a designation does not mean the property is not historic.

National Register Property is a historic property which can be a site, building, structure or object significant in American history, architecture, engineering, archeology or culture. These properties can be associated with events that have made significant contributions to broad patterns of history, associated with lives of persons significant in our past, embody distinctive characteristics of a type, period, method of construction, work of a master, etc. or have yielded or be likely to reveal important information about our prehistory or history. (Excerpted from the National Register Bulletin.) National Register Properties may qualify for Federal Income Tax exemptions and Collin County exemptions.

A *Recorded Texas Historic Landmark (RTHL)* is a state designation. You may get more information by reviewing the [State of Texas RTHL webpage](#). Houses with a RTHL potentially qualify for a Collin County tax exemption. Properties with an RTHL notify the Texas Historic Commission prior to making changes to their properties.

A *City of McKinney Historic Marker* is a local designation awarded by the City of McKinney Historic Preservation Advisory Board. The owner of the house submits an application along with a documented history of the house and property. If the house is awarded a marker, then the house may qualify for a tax exemption for city property taxes.

Other houses and properties may be only **contributing** to the Historic District. These properties contribute to the overall character and setting of the historic district. These buildings, like the other designated properties in the Historic Overlay are subject to the Certificate of Approval process in the city of McKinney. More about that process can be found at the [McKinney Historic Resources](#) web page.

Q: May I paint my house any color I want?

A: Technically, yes. The McKinney Historic Preservation Ordinance does not regulate paint colors in the **Residential area** of the Historic Overlay. However, it is strongly recommended that you don't paint unpainted stucco or masonry (brick or stone). Should you want to remove paint from masonry, the Historic Preservation Office recommends that you not use abrasives, such as sandblasting or any other blasting method, but instead, consider a chemical paint remover.

Additionally, paint colors in the **Commercial Area** do require approval when changing colors. A CoA must be obtained for this prior to completing the work.

Q: May I put an addition on my historic property?

A: In most cases, however, the addition should be located away from public view to preserve the property's historic streetscape appearance. The Historic Preservation Office requires property owners to meet with the Historic Preservation Officer during the earliest design phase of the project to obtain professional feedback and input on the design. All additions should be compatible with the scale, massing, and architecture of your property and compatible with adjacent properties. Additions must comply with the City Unified Development and building codes.

Properties with an RTHL listing require additional review by the Texas Historic Commission. Please contact them at www.thc.gov for more information.

Q: May I install a fence on my historic property?

A: Fences are permitted but have slightly different regulations in the Historic District. Please see Article 6 of the UDC for all fence requirements. All *new* fences or changes to the *style, size, and location* of a fence require a CoA and may require a permit.

Q: Do I need permission to perform ordinary maintenance to my house or building?

A: Typically, no, as long as the materials and design are not changed, you do not need permission to paint, make repairs, or replace materials in-kind (replacing cedar shingles with cedar shingles, wood siding with matching wood siding, etc.) You should discuss your proposed plans with the Historic Preservation Office prior to commencing the repairs to make sure they are repairs and not work that would require a Certificate of Appropriateness.

Q: Where can I receive help designing an addition for my house?

A: We also recommend that owners confer with a historic preservation design professional. The Historic Preservation Office staff is available by appointment to review preliminary designs. Please contact the Historic Preservation Office at 972.547.2000 set up a meeting.

Q: Is there a requirement that restoration must be made to property located within the Historic District?

A: You are not required to *restore* your property. The property, however, should be maintained so as to not create a hazardous condition which would lead to the demolition of the property for public safety. Owner's that allow their properties to deteriorate to a point at which they must be demolished may be subject to penalties under the "Demolition by Neglect" provisions in the Historic Preservation Ordinance. The provision states that no owner of real property that is designated as a landmark or located within a historic district shall permit the property to fall within a serious state of disrepair which would produce a detrimental effect upon the character of the historic district or the property and lead to the demolition of the property.

Q: Can I install solar panels on my historic home?

A: Yes, solar panels may be installed on a historic home. The Historic Preservation office is available for consultation on the most appropriate location.

Q: Are there economic incentives for improving property in the historic district?

A: Yes, properties in the *Historic Neighborhood Improvement Zone* may be eligible for certain tax exemptions on City of McKinney ad valorem taxes.

The *Neighborhood Empowerment Zone* offers impact fee waivers for developing new residential and nonresidential projects on vacant parcels in the zone. This program requires projects follow design guidelines to be compatible with the historically sensitive neighborhoods of McKinney.

Additionally, certain Downtown properties may be eligible for *Tax Increment Reinvestment Zone* funding. Visit the Downtown Development webpage for more information on this program.

Q: How do I submit photos if the CSS Portal won't let me upload them?

A: The CSS portal will only accept pdfs of photos, drawings, and site plans. If your photographs are in the jpeg, jpg, png, or tiff format please upload them using the "Other/Miscellaneous Info" tab.

Q: Who can I call to ask questions about the Historic District, the Certificate of Appropriateness, or what work I can do to my home in the historic district?

A: For more information on these and other questions about McKinney's Historic District please contact the

Downtown Development and Preservation

Planning Department

972-547-2000

contact-planning@mckinneytexas.org

This publication can be made available upon request in alternative formats such as Braille, large print, audio, or electronic file. Requests can be made by emailing contact-adacompliance@mckinneytexas.org. Please allow 48 hours for your request to be processed.

INSTRUCTIONS FOR DIGITAL SUBMITTALS



[Submitting an Application through the Citizen Self-Service \(CSS\) Portal](#)

- Please make sure that you are logged in to your registered account in CSS.
- Select “Apply”, navigate to the Plan module, and select the Plan Type for which you want to apply.
- After submitting, you will be directed to a confirmation screen with your new plan number, and will receive an confirmation email letting you know the next steps.
- Upon deeming the application administratively complete, Staff will begin review and aims to return initial staff comments within 10 business days.

[Submitting Revisions Digitally through eReviews](#)

- Once you have received an email indicating plan revisions are necessary, please submit revisions through eReviews.
- Upon receipt of the revision, Staff will begin review and aims to return comments within 3 business days.

[Important Notes for All Digital Submittals](#)

- If you have not yet registered in CSS, or need assistance with any of the steps above, please visit our [How-To Guides](#) or contact the Planning Department at 972-547-2000.
- All documents and plans must be submitted through eReviews. Please do not email files as Staff will be unable to accept them.
- Different case type submittals (i.e., a site plan or a permit for the same project) should be submitted in through the individual case number shown in eReviews and CSS. Please note that failure to do so may result in processing and case review delays.
- Please note that when submitting through eReviews, only PDF files can be accepted.



**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
REFER TO THE "SUBMITTAL REQUIREMENTS CHECKLIST"**

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. This will require receiving a new CoA approval.
 - Work completed in deviation from this Certificate of Appropriateness or without a Certificate of Appropriateness may result in fines and/or misdemeanor charges.

APPLICANT INFORMATION:

Applicant Name: _____
 Company: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____ Email: _____

PROPERTY OWNER INFORMATION: (Multiple property owners must complete and sign separate application).

Applicant Name: _____
 Company: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____ Email: _____

- I will represent the application myself; or
- I hereby designate _____ (applicant above) to act as my agent for submittal, processing, representation, and/or presentation of this application. The designee shall be the primary contact person for this application.
- I hereby certify that I am the owner of the property and certify that the information provided within this application is true and correct. By signing below, I agree that the City of McKinney is authorized and permitted to provide information contained within this application, including the email address, to the public and in response to a Public Information Request.

DIGITAL SIGNATURES ACCEPTED

Owner Signature: _____ Date: _____