



The City of  
**OKLAHOMA CITY**  
PLANNING DEPARTMENT

# HISTORIC PRESERVATION REVIEW SUBMITTAL PACKET

## Applicable Historic Districts

- Crown Heights Historic District
- Edgemere Park Historic District
- Heritage Hills Historic and Architectural District
- Heritage Hills East Historic District
- Jefferson Park Historic District
- Mesta Park Historic District
- Putnam Heights Historic District
- Shepherd Historic District
- The Paseo Neighborhood

## Packet Contents

- Application and Submittal Procedure
- Application Form
- Submittal Checklist

## Staff Contacts

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Administrative Coordinator

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## APPLICATION AND SUBMITTAL PROCEDURE

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Before submitting an application, you are encouraged review the *Historic Preservation Design and Sustainability Standards and Guidelines*, available online at [www.okc.gov/planning/hp/index.html](http://www.okc.gov/planning/hp/index.html), and to discuss your project with Historic Preservation (HP) staff. Contact Katie McLaughlin Friddle at (405) 297-3084 or [kathryn.friddle@okc.gov](mailto:kathryn.friddle@okc.gov), or Angela Yetter at 297-1831 or [angela.yetter@okc.gov](mailto:angela.yetter@okc.gov).

### Application Submittal

- ▶ Submit IN PERSON the following items: Application, Checklist, and **all required documents** (as described in the Checklist) to HP Staff, Planning Department, 420 W. Main St., 9th Floor, OKC.
- ▶ Initial Submittals must be made in person – delivery via mail or email WILL NOT be accepted.
- ▶ HP staff will determine whether the project is subject to review by staff or by the Historic Preservation (HP) Commission.
- ▶ HP staff will issue the Applicant an invoice for the submittal fee (\$100.00), which the Applicant must present to the Development Center Cashier, located at 420 W Main St., 8th Floor, OKC to make payment. Review will not begin until payment is confirmed.

### Project Review

- ▶ Within **10 days** of submittal, staff will contact the Applicant to request additional information if needed. Staff will inform the application of the deadline for submittal of additional information.
- ▶ If requested information is not provided by the deadline, it may result in delay of review and approval.

### Public Hearing by Commission

- ▶ Applicants, project representatives, and/or property owners are **strongly encouraged** to attend the HP Commission meeting in order to respond to issues or questions that may affect approval of the proposed project.
- ▶ If no representative is present to answer questions about the project, the HP Commission may continue or deny the project.
- ▶ The HP Commission may request additional information in order to make a fully informed decision, in which case they may continue your application to a specified future hearing.
- ▶ Additional information **will not be accepted** by the Commission at the Public Hearing.

### Post-Hearing / Decision

- ▶ Any person aggrieved by any decision of staff or the HP Commission may appeal that decision to the Board of Adjustment within ten (10) days of the date of decision (405-297-2623). For a decision made on a Wednesday, the appeal period ends at Close of Business on Monday.
- ▶ Certificates of Appropriateness will only be issued **after** the end of the 10 day appeal period. Any work done prior to the end of the appeal period and without a Certificate of Appropriateness will be considered a violation.
- ▶ Your project may require additional building permits from the Development Services Department (405-297-2525). A complete copy of your Certificate of Appropriateness and all attached documents **must be submitted** in order to receive your building permit; please keep copies of your Certificate and attachments for your records.



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**Staff Only:**

Date Stamp

Zoning: HP or HL

District: \_\_\_\_\_

HPCA- \_\_\_\_\_ - \_\_\_\_\_

Received by: \_\_\_\_\_

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

NOTE: any relevant permits must be applied for and paid for separately in the Development Services Dept.

**Location of Proposed Work**

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

Legal Description of Property (lot, block, addition): \_\_\_\_\_

Year built: \_\_\_\_\_ Exterior wall material: \_\_\_\_\_ Floor area: \_\_\_\_\_ sq.ft.

Itemized Work Items (List EACH ITEM proposed. Work not listed here will NOT be reviewed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_

Phone (day): \_\_\_\_\_ (evening): \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**Applicant/Authorized Representative (if different than owner)**

Name: \_\_\_\_\_

Phone (day): \_\_\_\_\_ (evening): \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact: Owner  Representative

Is Federal money, a federal license or a federal permit included/required for any part of this project? Yes / No  
If yes, what Federal agency? \_\_\_\_\_

Is the property owner pursuing the Federal Tax Credits for Rehabilitation of income producing historic properties? Yes / No (For questions concerning the federal tax credit program, telephone the State Historic Preservation Office at (405) 522-4479).

**Authorization**

I hereby certify that all above statements and statements contained in all attached and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with approved plans in a good and workmanlike manner. I authorize the City of Oklahoma City to enter the property for the purpose of observing and photographing the project for presentations and to ensure consistency between the approved proposal and the completed project.

(If applicable): I authorize my representative to speak for me in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Specific deadlines apply to submission of additional documentation or requests for appeals. Should your project be continued or denied, you are responsible for compliance with those deadlines.

# SUBMITTAL CHECKLIST

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Submit this checklist with the application and supporting documents.\*

\* Staff and/or the Commission may request additional documents to fully illustrate the proposal.

## Intent

The purpose of documentation is to illustrate what the property looks like NOW, what work is proposed, and what the property would look like AFTER proposed work is completed. Please consult staff if you have questions about how to adequately document your proposed project.

## Drawing Standards

- 1. Scale
- 2. North arrow /directional reference
- 3. Property lines
- 4. Specification of materials
- 5. Dimensions

## Minimum Required Documents

- A. Scope of Work** – A written description of each proposed work item must be included on the application form itself. Additional pages may be attached if more detail is necessary.
- B. Documentation of Existing Conditions** – Documentation of the appearance, condition and dimensions of any existing materials to be replaced or altered must be submitted.
  - 1. Clear photos of each work item, printed on regular 8.5x11 paper (no photo paper)
  - 2. Drawings or labeled photos with accurate dimensions and materials (no photo paper)
- C. Site plans** for existing and proposed work as follows:
  - 1. Buildings (including garages)
  - 2. Fences or fence walls
  - 3. Sidewalks, driveways
  - 4. Landscape elements, including decks, sheds, etc.
- D. Elevations, floor, and roof plans**, including existing and proposed features and elements:
  - 1. Exterior materials and architectural elements
  - 2. Doors, windows, awnings, light fixtures
  - 3. Porches, stoops, steps, ramps, railings
  - 4. Roof plan (ridgelines, chimneys, vents, gutters, etc.)
- E. Construction methods and materials**
  - 1. Roof features, including chimneys, turbines, vents, gutters, etc.
  - 2. Brick/masonry color, size, and pattern
  - 3. Siding profile, dimensions, reveal
  - 4. Foundation material, dimensions, and features
- F. Products**
  - 1. Cut sheet or brochure of any commercial product to be used, with dimensions, materials, and color
  - 2. Photos or drawings of custom products to be used, with dimensions, materials, and color
- G. Additional documentation for New Construction or Additions**
  - 1. Floor height, with comparison to neighboring properties and primary structure (additions)
  - 2. Total height, with comparison to neighboring properties and primary structure (additions)
  - 3. Site plan with setbacks and siting of neighboring properties
  - 4. Topographical information for existing site and any proposed changes

### Typical Project Requirements

- **Roof replacement**-A, B, C, E, and F
- **Siding replacement**-A, B, C, E, and F
- **Fence replacement**-A, B, C, E and F including height
- **Yard elements (sheds, decks, etc)**-A, B, C, D, E, and F
- **New Construction** – All
- **Additions** – All
- **Window replacement** -See window handout)

**H. Additional Documentation** – Documents as needed to fully define the project, such as illustrations, details, sections, product information, and samples.

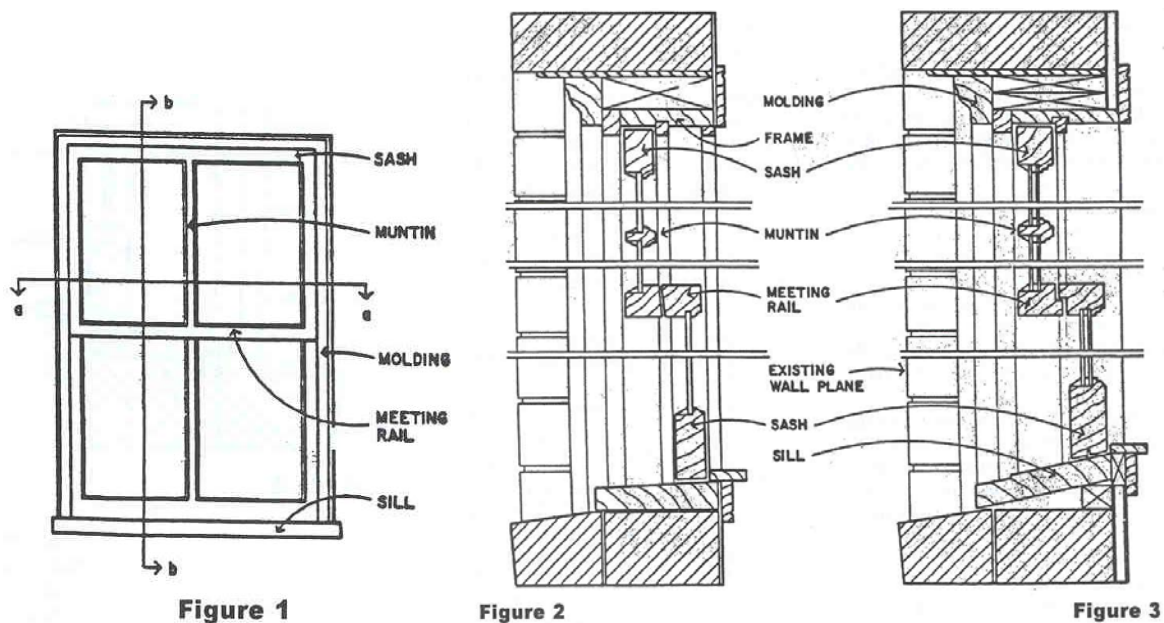
## **DOCUMENTATION FOR PROPOSED WINDOW REPLACEMENT**

Applicants are encouraged to repair and retain existing historic windows. In some cases, replacement windows may be justified. In order to review replacement windows for conformance with the *Historic Preservation Design and Sustainability Standards and Guidelines*, the following minimum documentation **must be provided**:

1. **Documentation of the reason for replacement:** photos and written description showing that windows are beyond repair, or explanation that existing windows are not historic. \*
2. **Clear photographs of all types of existing windows, printed on regular 8.5x11 paper.** When windows are boarded over, remove boards from typical windows in order to take photographs.
3. **Drawings or measured photos** illustrating dimensions and profile of components of all types of existing windows, including the head, jamb, sill, and muntins (see figure 1).\*\*
4. **Wall section drawings** illustrating the horizontal and vertical sections of all existing\*\* and proposed replacement windows. These drawings should include proposed head, jamb, sill, and muntin section details, and relationship of the frame (if being replaced) to the wall (see figure 2 - 3).
5. **Manufacturer's specifications** for proposed replacement windows, including materials and any glass treatments, such as low emissivity ("Low-E") coating, levels of reflectivity, and visible light transmittance.

*\*When historic windows do not exist, sections of proposed replacement windows should still be provided. For information about appropriate window design in this case, contact Historic Preservation Commission staff.*

*\*\*Wall sections illustrating existing windows are preferred, but labeled photos showing the same information as would be included in the wall section are acceptable.*



For additional information, contact Historic Preservation Commission staff at (405)297-3084



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