

APPLICATION FOR HISTORIC REVIEW

Date: _____

NOTICE TO APPLICANT

- 1 **Completed applications and drawings must be in the Planning and Engineering Office no later than 10 days before the meeting. (Regular meetings are held on the 4th Thursday at 6:00 p.m. in the City Hall Council Chambers, or Special Called Meetings as needed.)**
- 2 **It is imperative that you complete this application in its entirety. Incomplete applications will be returned and could delay the commencement of your project.**
- 3 **The presence of the applicant or his/her agent as designated herein is necessary at the Historic Review Commission Meeting.**
- 4 **All presentation material must be received by Staff on the Monday the week prior to the meeting. This will be case for Historic Review Commission and City Council.**

APPLICANT INFORMATION

Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____ Fax: _____

PROPERTY OWNER INFORMATION

Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____ Fax: _____

PROJECT INFORMATION

Name of Business (if applicable): _____

Current or intended use of the building: _____

Address of Project: _____

(The below information (Lot, Block, Subdivision, and Frontage) can be obtained on the County Appraisal District's website by entering the physical address of the property: <http://collincad.org> or <http://dallascad.org> or <http://rockwallcad.org>

If you do not have access to the Internet or cannot locate this information on the website, contact the Planning Department at (972)516-6320 for assistance.

Lot _____, Block _____, Subdivision _____ Current Zoning: _____

Which District is the property located within?

- Downtown Historic District
- South Ballard Overlay District
- Other _____

SCOPE OF WORK

o **Remodeling/Renovating**

Provide a detailed description of the nature of the proposed alterations and /or repairs (attach additional sheets if necessary):

Are you painting an exterior feature? YES NO

If YES:

| | <i>Describe Feature</i> | <i>Color Name</i> | <i>Sample Attached</i> | |
|-----|-------------------------------|--|------------------------|-----|
| Ex. | <u>Window and door frames</u> | <u>SW Autumn Hue (No. 7665)</u> | YES | |
| | NO | | YES | NO |
| | _____ | _____ | | YES |
| | NO | | | |
| | _____ | _____ | | |
| | YES NO | | | |

Are you replacing an exterior feature? YES NO

If YES:

| | <i>Describe Feature</i> | <i>Current Material</i> | <i>Proposed Material</i> | <i>Sample Attached</i> | |
|-----|-------------------------|-------------------------|--------------------------|------------------------|----|
| Ex. | <u>Window frame</u> | <u>Wood</u> | <u>Vinyl</u> | YES | NO |
| | _____ | _____ | _____ | YES | NO |
| | _____ | _____ | _____ | YES | NO |
| | _____ | _____ | _____ | YES | NO |

o **New Construction**

Are you replacing an existing structure? YES NO

If YES, complete "Demolition" below.

o **Demolition**

Describe the condition of the existing structure: _____

What is the estimated cost of restoration or repair of the existing structure? _____

Explain why the property is being demolished as opposed to restored or renovated for adaptive reuse:

What do you plan to do to mitigate the loss of the landmark structure? _____

o **Sign**

Type of Sign:

- | | |
|--------------------------------------|---|
| <input type="radio"/> Attached Sign | <input type="radio"/> Pole Sign |
| <input type="radio"/> Temporary Sign | <input type="radio"/> Banner |
| <input type="radio"/> Monument Sign | <input type="radio"/> Other (Specify) _____ |

Sign Dimensions: _ _ _____ Total Square Footage _____

Will the sign be connected to electricity or lit in any way? YES NO

If YES, what is the method of lighting? _____

Will this sign project over a public sidewalk? YES NO

If YES, what is the distance from the sidewalk to the bottom of the sign? _____

Have you submitted an application for a Sign Permit to the Building Inspections? YES NO

o **Fence**

What is the proposed material and style of fence you intend to install? _____

What is the proposed height of the fence? _____

Are you replacing an existing fence? YES NO

If YES, what is the current fence material? _____

Have you submitted an application for a Fence Permit to the Building Inspections? YES NO

Provide a detailed description of the nature of the proposed project (attach additional sheets if necessary):

REQUIRED ATTACHMENTS:

- Current photographs of the property
- If available, historic photographs of the property
- Site Plan indicating the following:
 - Dimensions of the lot on which the building will be located, including setbacks (check official plat records and Zoning Ordinance)
 - Location and width of all easements (check official plat records)
 - Location and dimensions of all existing and proposed buildings, parking areas, and existing signs (if any)
 - Architect's rendering or elevations of proposed construction
- Sample board of materials and colors to be used
- Site Plan Fee \$250.00 - Check/Card/Cash (Check made payable to City of Wylie)

Intended start and finish dates: Start _____ Finish _____

I have carefully read the complete application and know the same is true and correct. I understand the ordinances governing the activity described in this application, and I agree to comply with all provisions of the City ordinances, State laws, and all property restrictions, whether herein specified or not.

X _____
(Owner or Authorized Agent)

RETURN TO:

**City of Wylie
Planning Department
300 Country Club Road, Building 100
Wylie, Texas 75098
(972) 516-6320**