



INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

- Please Select Application Type (check all that apply):
Construction (Major)
Alteration (minor)
Demolition
New Addition
Painting
Partial Demolition
Façade improvement (i.e., new materials, windows, doors, etc.)
Roofing
Full Demolition
Signage
Relocation
Replacement with similar items
Please check the specific Historic Overlay:
Downtown Historic District
Residential Historic Overlay

PROPERTY INFORMATION

Address of Building or Site:
Name of Subdivision or Neighborhood:
Lot and Block #:
Property ID:

OWNER INFORMATION

Owner Name:
Address:
City:
State:
Zip Code:
Telephone:
Email:

APPLICANT INFORMATION (IF OTHER THAN THE OWNER)

Agent/Representative Firm:
Main Contact:
Address:
City:
State:
Zip Code:
Telephone:
Email:

PROJECT DESCRIPTION

Please describe in detail the work you intend to complete. If necessary, continue on additional sheets (please provide the information required in the checklist).

THIS IS NOT A BUILDING PERMIT APPLICATION. A SEPARATE BUILDING PERMIT APPLICATION MUST BE COMPLETED AND APPROVED BY THE BUILDING DEPARTMENT BEFORE STARTING WORK.

FOR OFFICE USE ONLY
Application Number:
Initial Submission Date:
Completeness Determination Date:

Submittal Check List

Requirements	Completed /Received
Meet with the Historic Preservation Officer to review application requirements for your specific request	
Complete the application – include signatures of property owner or applicant	
Proof of ownership: If not shown as current owner of record by the taxing authority, then provide a copy of the recently executed deed for the property establishing ownership (note: applicants acting as authorized agents may be required to provide a written owner signed and notarized statement of authorization)	
Detailed description of proposed work (attach additional sheets if needed)	
Provide plans or drawings on 8 ½ x 11 or 11 x 17 paper drawn to scale and dimensioned (where required) with other drawings as desired or as requested by staff. The scale should be large enough to be clearly legible. Submit the drawing(s) in PDF format by disc/drive/email as well.	
Provide material and color samples of proposed work (based on the scope of the application)	
Site or Plot Plan (to scale)	
Floor Plan (to scale)	
Elevations (current conditions and any proposed changes shown in relation to the existing buildings and any adjacent buildings along the primary street frontage)	
Roof Plan	
Photographs (of any elevation for any building or structure to be altered or demolished) and Renderings of any proposed alterations or additions	
<p>Additional information required and review for Demolition Permit applications:</p> <ul style="list-style-type: none"> • Information on the physical status of the building: <ul style="list-style-type: none"> ○ The building or any part of the building is structurally unstable or in a stage of advanced deterioration and has been deemed by the city as a hazard to public safety; or ○ The building or any part of the building is structurally unstable or in a state of advanced deterioration and a technical report has been prepared by an architect or professional engineer experienced in rehabilitation of historic structures detailing the building’s structural soundness and suitability for rehabilitation including the nature and extent of the specific problems and reasonable cost estimates to rectify them. In addition, the following shall be required: <ul style="list-style-type: none"> ▪ A financial report is submitted with the application detailing the costs of rehabilitation, and evidencing that the existing improvement is incapable of reasonable use or producing an economic return, and ▪ Demolition application is submitted with complete plans for the new development proposed on the site, together with a timetable and a budget for both the demolition and the reconstruction, as well as satisfactory evidence that adequate financing is available. • Information on the building’s history and significance to the City 	
<p>Other materials and information may be required based on the scope of the application:</p> <ul style="list-style-type: none"> • If your application concerns property in the Historic Downtown District, please review the UDO, particularly Article 6.7 • If your application concerns property in the Residential Historic Overlay District, please review the UDO, particularly Article 6.5 	

The application must be completed and meet all City of Ennis ordinance requirements before a request for a Certificate of Appropriateness can be scheduled for an HLC meeting to consider approval.

Submission/approval of a certificate of appropriateness does not constitute approval of a building permit.

Building permits applications shall be submitted separately.

PROPERTY OWNER ACKNOWLEDGEMENT

I HEREBY CERTIFY THAT THIS APPLICATION IS IN CONFORMANCE WITH THE REQUIREMENTS OF THE CITY OF ENNIS UNIFIED DEVELOPMENT ORDINANCE, AS AMENDED, THAT PERTAIN TO THIS SUBMITTAL. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO HAVE THE APPLICANT, OWNER OR OTHER AUTHORIZED AGENT PRESENT AT THE HISTORIC LANDMARK COMMISSION MEETING. SHOULD AN AUTHORIZED PERSON NOT BE AT THE MEETING TO REPRESENT THE APPLICATION, I HEREBY REQUEST THAT CONSIDERATION OF THE ITEM BE CONTINUED TO A FUTURE DATE TO ALLOW AN AUTHORIZED PERSON THE OPPORTUNITY TO APPEAR AND PRESENT TESTIMONY. HOWEVER, I DO UNDERSTAND THAT THE CITY IS NOT OBLIGATED TO CONTINUE THIS REQUEST. I FURTHER UNDERSTAND THAT THIS REQUEST WILL BE PLACED ON THE APPROPRIATE HLC MEETING AGENDA ONLY AFTER THE APPLICATION HAS BEEN DETERMINED TO BE COMPLETE.

I ALSO UNDERSTAND THAT FEES PAID ARE NOT REFUNDABLE. IN ADDITION, I ALSO UNDERSTAND THAT BY MY SIGNATURE BELOW, I HAVE MADE A DECLARATION THAT THE PROPERTY UNDER CONSIDERATION IS OWNED BY THE PERSON(S) AS LISTED AND UNDERSTAND THAT THE CITY OF ENNIS HAS NO RESPONSIBILITY TO VERIFY SAID OWNERSHIP INFORMATION. I ALSO UNDERSTAND THAT AN APPEAL OF DEVELOPMENT DECISIONS CAN BE MADE IN ACCORDANCE WITH THE UNIFIED DEVELOPMENT ORDINANCE.

Signature of Applicant, Owner, or Authorized Agent

DATE

**CERTIFICATE OF APPROPRIATENESS
FOR OFFICE USE ONLY**

HLC Approval Date: _____ HLC Commissioner Signature: _____

Conditions/ Modifications: _____

City Planner Signature: _____

City Planner Signature: _____

Final Inspection performed by: _____

Date Case Closed: _____

PROJECT DESCRIPTION (continued)

Please describe in detail the work you intend to complete.

1. _____

2. _____

3. _____

4. _____

