

# CERTIFICATE OF APPROPRIATENESS (COA)

## City of Texarkana, Arkansas

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In order to preserve the integrity and character of historic resources, the Texarkana Historic Preservation Ordinance established a review process for work done on designated properties.

### **DEFINITION AND PURPOSE**

A Certificate of Appropriateness (COA) is a document approving work on local landmarks or properties in historic districts based on consistency with applicable design guidelines or standards. A certificate of Appropriateness is granted by the Historic Preservation Commission for exterior alterations, which include any construction or change to the exterior of a building, object, site, or structure designated as a landmark. Alteration shall include but is not limited to, changing or roofing or siding materials; changing, eliminating, or adding doors, door frames, windows, window frames, shutter, fences, railings, porches, balconies, swings, or other ornamentation. These applications must be submitted with all required documentation two weeks prior to the Commission's scheduled meeting to be placed on that month's agenda.

### **CONDITIONS FOR APPROVAL**

The Commission's decision shall be based upon the following principles:

1. Properties which contribute to the character of the historic district shall be retained, with their historic features altered as little as possible;
2. Any alteration of existing historic landmark properties shall be compatible with its historic character. Any alteration of existing properties within a historic district shall be compatible with its historic character as well as with the surrounding district; and
3. New construction shall be compatible with the district in which it is located.

### **APPLICATION REVIEW REQUIREMENTS**

1. Meet with Historic District Commission (HDC) to review application requirements for your specific request;
2. Complete the attached application – include signatures of property owner or application;
3. List complete description of the subject property;
4. Provide drawing on 8½" X 11" or 11" X 17" paper drawn to scale and showing the size and shape of the property, location of existing and proposed buildings, streets, easements, access points, fences, and parking and landscaping areas. The scale should be large enough to be clearly legible;
5. Submit two (2) copies of a color photograph of the property; and
6. Provide material and color samples of proposed work.