



CERTIFICATE OF APPROPRIATENESS APPLICATION

City of Hutto Development Services
 500 W. Live Oak Street
 Hutto TX 78634
 Phone: 512-782-2640
 Planning: 512-759-3479
 Permits & Inspections: 512-846-2640
 Engineering: 512-759-4038
 planning@huttotx.gov
 building@huttotx.gov
 www.huttotx.gov

Must be accompanied by a Master Application

PROJECT NAME: _____

PROPERTY ADDRESS: _____

Current zoning district: _____ Current use: _____ Occupancy: Residential Commercial

**** Pre-application meeting with Development Services staff. (Required for all COA applications.) ****

Request Type (Check One)

- New construction Remodel or Addition Storage or Accessory Building Fence construction or Repair
- Demolition Storage or Accessory Building Other: _____

FEES All required fees may be provided by cash, credit card (plus additional fee) or check made payable to: City of Hutto
See City of Hutto Development Fee flyer for appropriate fees

REQUIRED FOR SUBMITTAL:

ALL SUBMITTAL DOCUMENTS PROVIDED ON A CD (disk) OR OTHER COMPATIBLE ELECTRONIC STORAGE DEVICE

All items listed must be included with application, unless otherwise noted per your Pre Application meeting.

- Complete Master application and Certificate of Appropriateness application.
- Proof of ownership (copy of deed).
- Photos of lot and existing structure(s) (all sides), submitted digitally/electronically (via: email, flash drive, disc).

If applicable to the project, the following items are to be submitted digitally/electronically (via: email, flash drive, disc) at a minimum scale of (1/8 inch = 1 foot), unless otherwise indicated.

- 1. Site Plan**
 - A. Minimum scale (1 inch = 20 feet) and must include the following:
 - B. North arrow and scale
 - C. Lot lines with dimensions, setback and easement lines
 - D. Existing/proposed structure location(s), accessory structures, and reference dimensions from all lot lines
 - E. Existing trees (with sizes) and locations of all primary/secondary entrances to structures
 - F. Driveway, parking, walkway, fence and retaining wall locations (existing/proposed)
- 2. Floor Plan**
 - G. Existing/proposed structure location on site
 - H. Layout of all rooms, exterior decks, porches, windows and door openings
 - I. Total square footage of overall structure (total heated/cooled area)
- 3. Roof Plan**
 - J. Flue, roof, exhaust vents, chimneys, skylights
 - K. All projections, penetrations, overhang lines and lengths
 - L. Gutters, downspouts, major ridge, valley and eave lines
- 4. Architectural Elevations**
 - M. North, south, east and west side elevations showing: deck/patio, porch, and showing heights for building, plate, foundation and roof pitch
 - N. Calculated areas for all facades and glazed surfaces (windows)
 - O. Additions: show entire structure
- 5. Significant Architectural Details**
 - P. Descriptions and drawings that demonstrate the architectural character of the structure, exposed structural connections, materials, interfaces, etc. (includes finials, corbels, brackets, rafter ends, window casing, etc)
- 6. Material Samples**
 - Q. Exterior wall/siding, color, texture and finish (photos from current property or any website of materials)
 - R. Trim, masonry type, color, texture and layup (photos from current property or any website of materials)
 - S. Roof, garage, exterior door type and driveway color (if other than asphalt/grey concrete)
 - T. Window type and color (photos from website of materials)
 - U. Site, building exterior lighting fixtures and home numbering (photos from website of materials)

FOR DEPARTMENT USE ONLY:

Submittal date	Date accepted for review	Payment type	Fees paid	HPC Mtg. date	HPC determination
					<input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions (attached) <input type="checkbox"/> Denied



MASTER APPLICATION

Must accompany all application types unless otherwise indicated

City of Hutto Development Services 210
500 W. Live Oak St Hutto TX 78634
512-759-3479 Planning
512-846-2640 Permits & Inspections
512-759-4038 Engineering
512-759-5962 Fax
planning@huttotx.gov
building@huttotx.gov
www.huttotx.gov

PROJECT NAME: _____ APPLICATION TYPE _____

APPLICANT INFORMATION (property owner or authorized agent) this will be the City's official contact.

Name: _____

Company Name: _____

Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Address: _____

Legal Description: Deed Lot(s) _____ Block _____ Subdivision _____

Reference: Volume _____ Page(s) _____ or Document No. _____

City Limits ETJ Current Zoning District: _____

PROPERTY OWNER INFORMATION

Name: _____

Company Name: _____

Address: _____

Phone: _____ Email: _____

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

By my signature I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the submittal of this application. Additionally, my signature below indicates my awareness of the fee(s) required at the time of application submittal and that this fee(s) is non-refundable even in the event of application withdrawal or if reviewed and denied.

By signing this form, the owner of the property authorizes the City of Hutto to begin proceedings in accordance with the process for the type of application indicated on page one of this application. The owner further acknowledges that submittal of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

Property Owner Signature

Property Owner Printed Name

Date

THE STATE OF TEXAS

COUNTY OF _____

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this _____ day of _____, 20 _____

Notary Public Signature

Notary Public Printed Name

(Seal)

If there are multiple property owners attach separate page(s) with notarized signature(s)

Planning	Date	Building	Date	Notes