

DOWNTOWN HISTORIC DESIGN STANDARDS REVIEW COMMITTEE CHECKLIST

This application, guidelines, and ordinance can be found on the City of La Porte's website at www.cityoflaporte.com, under Community Development & Planning webpage. Information required in this checklist must be received by the Office of Community Development & Planning (for the Department of Engineering and Building Services). Provide six (6) copies. Request received will be processed electronically. A Committee meeting will be held with a majority of Committee Members, if electronic processing is unsuccessful. Applicant will be notified with Committee's decision.

Date

Project Location

Owner's Name

Phone Number

General Contractor / Project Manager

Phone Number

Address

City / State / Zip

Email Address

Fax Number

Architect

Phone Number

Address

City / State / Zip

Email Address

Fax Number

Description of Project

Estimated Start Date

Estimated Completion Date

Estimated Project Cost

Proposed Use
(Office, Retail, Restaurant, Residential)

Please classify your project

_____ Minor Rehab: Window repair/reconstruction, awning, removal of inappropriate materials, painting, signage

_____ Moderate Rehab: New storefront, window replacements, masonry repair / replacement

_____ Major Rehab / reconstruction: Removal of inappropriate or deteriorated materials and redesigning the façade based on the existing original elements

Please include the following information:

_____ Photo of the building

_____ Detail shots of specific areas of work

_____ Paint color samples for any exterior painting

_____ Three (3) color / samples of canvas awning material ranked by preference, 1st, 2nd, and 3rd **

_____ Picture of proposed awning

_____ Architect drawing of the proposed storefront with supporting manufacturers materials

_____ For windows, manufacturer's material (window style, picture or brochure, and trim color)

_____ Drawing and colors of proposed sign

_____ Drawing, brochure of any exterior lighting

_____ Drawing and any type of proposed landscaping

**** Metal awnings are not allowed unless there is historical significance.
Plastic lite or non-lite awnings are not allowed.**

Owner's Signature

Owner's Agent Signature

FOR INTERNAL USE ONLY

Application Received On:

Application Received By:

_____ Approved

_____ Approved with conditions:

_____ Denied

City Engineer Signature

Date