



The City of
OKLAHOMA CITY
PLANNING DEPARTMENT

HISTORIC PRESERVATION REVIEW SUBMITTAL PACKET

Applicable Historic Districts

- Crown Heights Historic District
- Edgemere Park Historic District
- Heritage Hills Historic and Architectural District
- Heritage Hills East Historic District
- Jefferson Park Historic District
- Mesta Park Historic District
- Putnam Heights Historic District
- Shepherd Historic District
- The Paseo Neighborhood

Packet Contents

- Application and Submittal Procedure
- Application Form
- Submittal Checklist

Staff Contacts

Katie McLaughlin Friddle
Historic Preservation Officer
(405) 297-3084 or

Angela Yetter
Historic Preservation Planner
(405) 297-1831 or

Administrative Coordinator
(405) 297-1624

APPLICATION AND SUBMITTAL PROCEDURE

Before submitting an application, you are encouraged review the *Historic Preservation Design and Sustainability Standards and Guidelines*, available online at

, and to discuss your project with Historic Preservation (HP) staff. Contact Katie McLaughlin Friddle at (405) 297-3084 or , or Angela Yetter at 297-1831 or

Application Submittal

- ▶ Submit the following items: Application, Checklist, and **all required documents** (as described in the Checklist) to HP Staff, Planning Department, via email (listed above).
- ▶ HP staff will determine whether the project is subject to review by staff or the HP Commission.
- ▶ HP staff will issue the Applicant an invoice for the submittal fee. (\$75 for administrative review, \$150 for Commission review with no new construction, \$200 for Commission review including new construction) Applications fees must be paid upon submittal for review to be conducted. Applications with unpaid fees will be considered incomplete. The Applicant may present to the Development Center Cashier, located at 420 W Main St., 8th Floor, OKC to make payment, or the Applicant may request that an invoice and link for online payment be sent.

Project Review

- ▶ Within **10 days** of submittal, staff will request additional information if needed. Staff will inform you of the deadline for submittal of additional information.
- ▶ If requested information is not provided, it may result in delay of review and approval.

Public Hearing by Commission

- ▶ Applicants, project representatives, and/or property owners are **strongly encouraged** to attend the HP Commission meeting in order to respond to questions about the proposed project.
- ▶ If no representative is present, the HP Commission may continue or deny the project.
- ▶ The HP Commission may request additional information in order to make a fully informed decision, in which case they may continue your application to a specified future hearing.
- ▶ Additional information **will not be accepted** by the Commission at the Public Hearing.

Post-Hearing / Decision

- ▶ Any person aggrieved by any decision of staff or the HP Commission may appeal that decision to the Board of Adjustment within ten (10) business days of the date of decision (405-297-2623).
- ▶ Certificates of Appropriateness (CAs) will only be issued **after** the ten (10) business day appeal period. Work done prior to the end of the appeal period will be considered a violation.
- ▶ Your project may require additional building permits from the Development Services Department (405-297-2525). A complete copy of your CA and all attached documents must be submitted to the permit office in order to receive your building permit; please keep copies of your Certificate and attachments for your records. If work has been initiated but will not be complete before the expiration of the Certificate of Appropriateness, the applicant may contact staff to request an extension to the CA.
- ▶ **Upon completion of approved work, please contact Historic Preservation staff to request a final inspection of work, or you may let staff know that the work will not be completed.**



The City of
OKLAHOMA CITY

Staff Only:

Date Stamp

Zoning: HP or HL

District: _____

HPCA- _____ - _____

Received by: _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

NOTE: any relevant permits must be applied for and paid for separately in the Development Services Dept.

NOTE: Contact Historic Preservation Staff for final design inspection when work is complete.

Please select: ☒ **New Project** ☐ **Revision** ☐ **Extension** ☐ **Violation Notice Issued**

Location of Proposed Work (Address): 2205 NW 29th Street, OKC, OK 73107

Legal Description of Property (lot, block, addition): Lot Ten (10), Block B, Amended Plat of Cashion Place Addition

Year built: 1940 **Exterior wall material:** Brick Veneer with Cedar Shake Shingles **Floor area:** 1312 sq.ft.

Itemized Work Items (List EACH ITEM proposed. Work not listed here will NOT be reviewed):

☒ **New Construction** ☐ **Addition** ☐ **Fence** ☐ **Demolition** (specify structure) _____

☒ **Paving** (specify) Partial ☐ **Renovation** (specify) _____

☐ **Work not specified above** Erection of a new 2-car garage with powered doors. A portion of the driveway will be demo'd and repoured where the driveway is crumbling. New concrete will be a color appropriate concrete.

Owner's Authorization

I hereby certify that all above statements and statements contained in all attached and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with approved plans in a good and workmanlike manner. I authorize the City of Oklahoma City to enter the property for the purpose of observing and photographing the project for presentations and to ensure consistency between the approved proposal and the completed project.

☐ (If applicable): I authorize my representative to speak for me in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.

Owner's Signature Ruth A. Weber

Date 2025-02-04

Name (printed) Ruth Ann Weber

Organization NA

Address 2205 NW 29th Street

Phone 405-808-4305

City, State, Zip Oklahoma City, OK 73107

Email weberruth21@yahoo.com

I prefer to be: ☐ Mailed or ☒ Emailed.

Representative Signature Matthew James Weber

Date 2025-02-04

Name (printed) Matthew James Weber

Organization ROAM Studio, PLLC

Address 1130 N Harvey Ave, Suite 103

Phone 405-204-8315

City, State, Zip Oklahoma City, OK 73103

Email matt@ro-amstudio.com

I prefer to be: ☐ Mailed or ☒ Emailed.

Contact: ☐ Owner ☒ Representative

Is Federal money, a federal license or a federal permit included/required for any part of this project? Yes ☐ No ☒

If yes, what Federal agency? NA

Is the property owner pursuing the Federal Tax Credits for Rehabilitation of income producing historic properties? Yes / No (For questions concerning the federal tax credit program, telephone the State Historic Preservation Office at (405) 522-4479).

NOTE: Specific deadlines apply to submission of additional documentation or requests for appeals. Should your project be continued or denied, you are responsible for compliance with those deadlines.

SUBMITTAL CHECKLIST

Submit this checklist with the application and supporting documents.*

* Staff and/or the Commission may request additional documents to fully illustrate the proposal.

Intent

The purpose of documentation is to illustrate what the property looks like NOW, what work is proposed, and what the property would look like AFTER proposed work is completed. Please consult staff if you have questions about how to adequately document your proposed project.

Drawing Standards

- 1. Scale
- 2. North arrow /directional reference
- 3. Property lines
- 4. Specification of materials
- 5. Dimensions

Minimum Required Documents

- **A. Scope of Work** – A written description of each proposed work item must be included on the application form itself. Additional pages may be attached if more detail is necessary.
- **B. Documentation of Existing Conditions** – Documentation of the appearance, condition and dimensions of any existing materials to be replaced or altered must be submitted.
 - 1. Clear photos of each work item, printed on regular 8.5x11 paper (no photo paper)
 - 2. Drawings or labeled photos with accurate dimensions and materials (no photo paper)
- **C. Site plans** for existing and proposed work as follows:
 - 1. Buildings (including garages)
 - 2. Fences or fence walls
 - 3. Sidewalks, driveways
 - 4. Landscape elements, including decks, sheds, etc.
- **D. Elevations, floor, and roof plans**, including existing and proposed features and elements:
 - 1. Exterior materials and architectural elements
 - 2. Doors, windows, awnings, light fixtures
 - 3. Porches, stoops, steps, ramps, railings
 - 4. Roof plan (ridgelines, chimneys, vents, gutters, etc.)
- **E. Construction methods and materials**
 - 1. Roof features, including chimneys, turbines, vents, gutters, etc.
 - 2. Brick/masonry color, size, and pattern
 - 3. Siding profile, dimensions, reveal
 - 4. Foundation material, dimensions, and features
- **F. Products**
 - 1. Cut sheet or brochure of any commercial product to be used, with dimensions, materials, and color
 - 2. Photos or drawings of custom products to be used, with dimensions, materials, and color
- **G. Additional documentation for New Construction or Additions**
 - 1. Floor height, with comparison to neighboring properties and primary structure (additions)
 - 2. Total height, with comparison to neighboring properties and primary structure (additions)
 - 3. Site plan with setbacks and siting of neighboring properties
 - 4. Topographical information for existing site and any proposed changes
- **H. Additional Documentation** – Documents as needed to fully define the project, such as illustrations, details, sections, product information, and samples.

Typical Project Requirements

- **Roof replacement**-A, B, C, E, and F
- **Siding replacement**-A, B, C, E, and F
- **Fence replacement**-A, B, C, E and F including height
- **Yard elements (sheds, decks, etc)**-A, B, C, D, E, and F
- **New Construction** – All
- **Additions** – All
- **Window replacement** -See window handout)

DOCUMENTATION FOR PROPOSED WINDOW REPLACEMENT

Applicants are encouraged to repair and retain existing historic windows. In some cases, replacement windows may be justified. In order to review replacement windows for conformance with the *Historic Preservation Design and Sustainability Standards and Guidelines*, the following minimum documentation **must be provided**:

1. **Documentation of the reason for replacement:** photos and written description showing that windows are beyond repair, or explanation that existing windows are not historic. *
2. **Clear photographs of all types of existing windows, printed on regular 8.5x11 paper.** When windows are boarded over, remove boards from typical windows in order to take photographs.
3. **Drawings or measured photos** illustrating dimensions and profile of components of all types of existing windows, including the head, jamb, sill, and muntins (see figure 1).**
4. **Wall section drawings** illustrating the horizontal and vertical sections of all existing** and proposed replacement windows. These drawings should include proposed head, jamb, sill, and muntin section details, and relationship of the frame (if being replaced) to the wall (see figures 2 and 3).
5. **Manufacturer's specifications** for proposed replacement windows, including materials and any glass treatments, such as low emissivity ("Low-E") coating, levels of reflectivity, and visible light transmittance.

**When historic windows do not exist, sections of proposed replacement windows should still be provided. For information about appropriate window design in this case, contact Historic Preservation Commission staff.*

***Wall sections illustrating existing windows are preferred, but labeled photos showing the same information as would be included in the wall section are acceptable.*

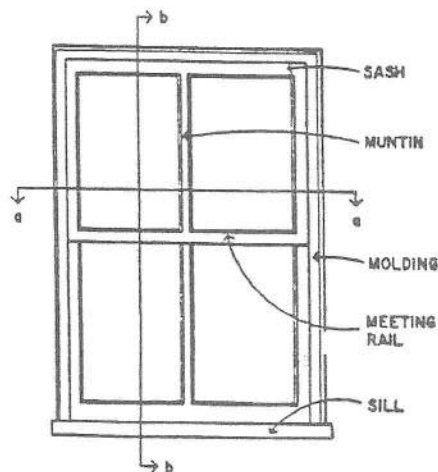


Figure 1

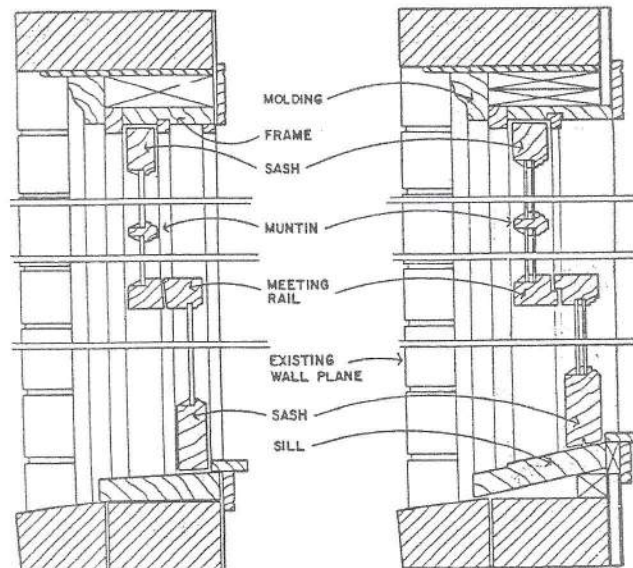


Figure 2

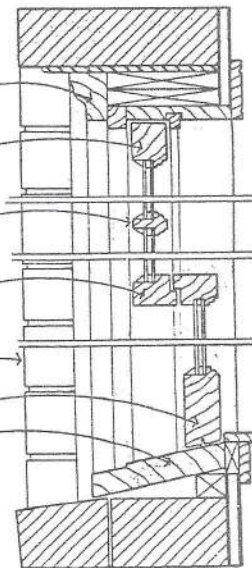


Figure 3

For additional information, contact Historic Preservation Commission staff at (405)297-3084

CARRIAGE HOUSE WOOD



Custom wood, Custom stained finish, Custom windows



stunning handcrafted wood doors

Architectural details for homes of distinction.

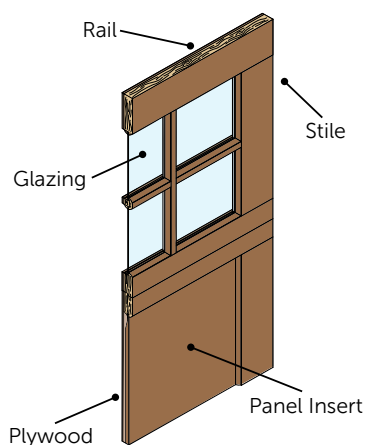
Wayne Dalton's wood doors combine the convenience of modern sectional doors with the classic appearance of swing-open carriage house style wood doors. Our Amish craftsmen in Mt. Hope, Ohio, and our wood artisans in Centralia, Washington, hand-build beautiful wood doors to your specification with thorough attention to every detail.

As one of the largest makers of wood garage doors, we make a point to be involved in the complete life cycle of every wood door. We offer several premium wood options for our doors to enhance the overall beauty and ensure the highest quality.

No matter what type of wood you choose, the result is a fine quality, beautiful wood door that will yield many years of reliable performance. Hemlock makes a superb painting surface. Cedar is an excellent exterior grade material, highly resistant to rot and insects. Mahogany has a tight smooth grain and is naturally weather resistant. Since each type of wood is different, your door will be uniquely yours.

DOOR CONSTRUCTION

STANDARD CONSTRUCTION

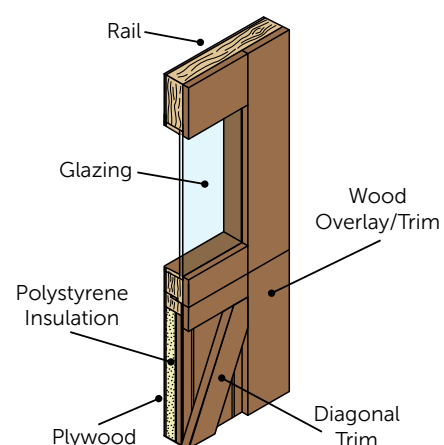


Models 7100-7105

Paint or stain grade, insulation optional.

Up to 1-5/8" thick rail and stile construction with panel inserts.

PREMIUM CONSTRUCTION









Models 7400-7412

Paint or stain grade, insulation standard.

2" four-layer construction.* Polystyrene insulation provides an R-value of up to 4.75.

*Thickness may vary slightly depending on wood type

Wood Species

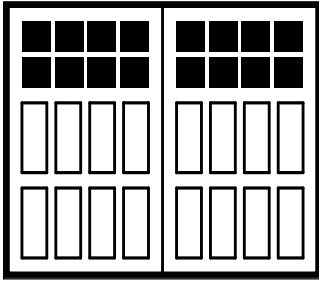
STAIN-GRADE						
Doors provided in unfinished, paint-grade or stain-grade wood.	Western Red Cedar	Hemlock	Sapele Mahogany	Meranti	Douglas Fir	Knotty Cedar
						
Strength and stability	★★★★★	★★★★	★★★	★★★	★★★★★	★★
Wood grain	Vertical or tight knot grain	Vertical grain	Interlocking grain	Flat grain	Vertical grain	Tight grain
PREMIUM CONSTRUCTION						
Craftsman Collection						
7405 Remington	Optional	Optional	Not available	Not available	Not available	Not available
7406 Belterra	Optional	Optional	Not available	Not available	Not available	Not available
Equestrian Collection						
7411 Belmont	Optional	Optional	Optional	Optional	Optional	Optional
7412 Derby	Optional	Optional	Optional	Optional	Optional	Optional
7410 Saratoga	Optional	Optional	Optional	Optional	Optional	Optional
Colonial Collection						
7400 DelMar	Optional	Optional	Optional	Optional	Optional	Optional
7401 Preakness	Optional	Optional	Optional	Optional	Optional	Optional
7402 Churchill	Optional	Optional	Optional	Optional	Optional	Optional
STANDARD CONSTRUCTION						
Craftsman Collection						
7104 Palomino Narrow	Not available	Not available	Not available	Not available	Not available	Not available
7104 Palomino Wide	Not available	Not available	Not available	Not available	Not available	Not available
7105 Stallion Narrow	Optional	Optional	Optional	Not available	Not available	Not available
7105 Stallion Wide	Optional	Optional	Optional	Not available	Not available	Not available
Equestrian Collection						
7101 Clydesdale	Not available	Not available	Not available	Not available	Not available	Not available
7102 Appaloosa	Not available	Not available	Not available	Not available	Not available	Not available
Colonial Collection						
7103 Mustang	Optional	Optional	Optional	Not available	Not available	Not available

Paint-grade Medium Density Overlay (MDO) also available.
Contact your Wayne Dalton Dealer for details and to see samples of wood options.

Craftsman Collection

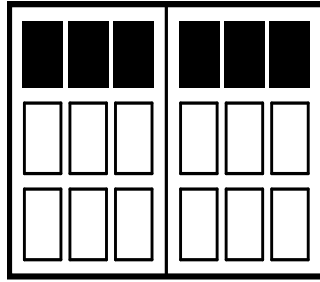
STANDARD CONSTRUCTION

Model 7104 Palomino Narrow



Narrow Panels

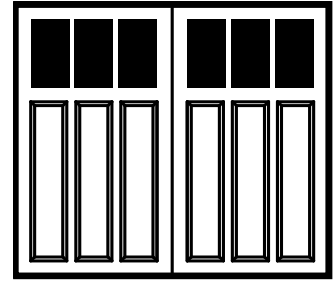
Model 7104 Palomino Wide



Wide Panels

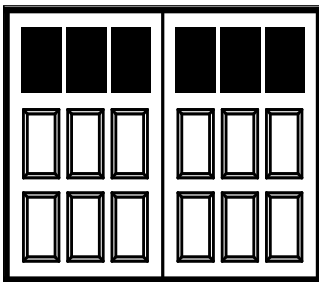
PREMIUM CONSTRUCTION

Model 7405 Remington



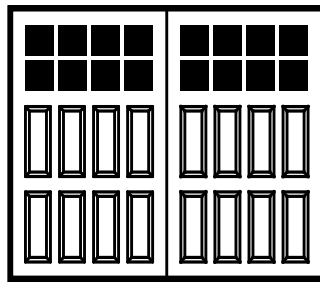
Wide Panels

Model 7105 Stallion Wide



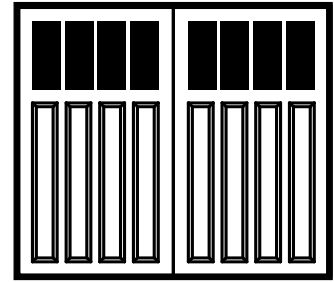
Wide Panels

Model 7105 Stallion Narrow



Narrow Panels

Model 7406 Belterra



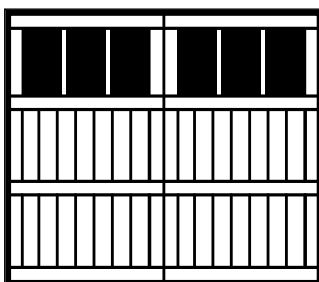
Narrow Panels

PAINT GRADE,
CLEAR GLASS,
TWO DOORS

Colonial Collection

STANDARD CONSTRUCTION

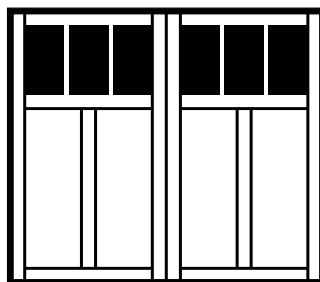
Model 7103 Mustang



Grooved Panel

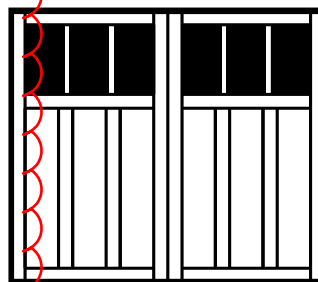
PREMIUM CONSTRUCTION

Model 7400 DelMar



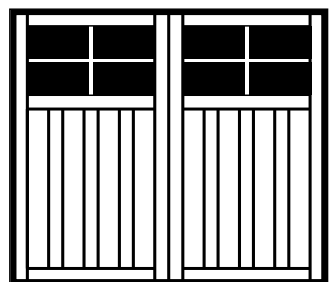
Raised Stiles

Model 7401 Preakness



Raised Stiles

Model 7402 Churchill



Raised Stiles

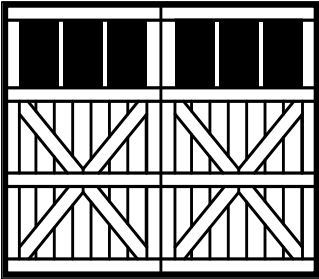


7104 Palomino Wide, Custom stained finish, 6 Lite Square windows (single door), 12 Lite Square windows (double door)

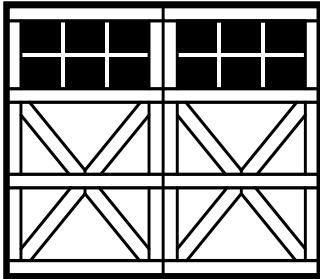
Equestrian Collection

STANDARD CONSTRUCTION (Insulation Optional)

Model 7101 Clydesdale Grooved Model 7101 Clydesdale

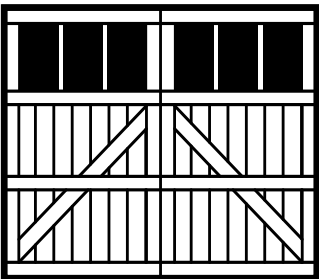


Crossbuck Panel / Grooved

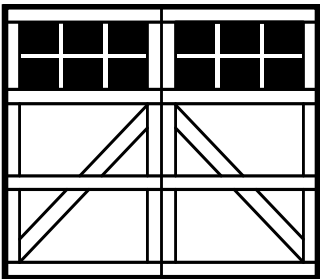


Crossbuck Panel

Model 7102 Appaloosa Grooved Model 7102 Appaloosa



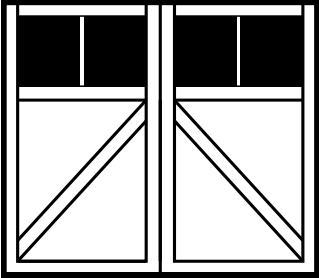
Diagonal Panel / Grooved



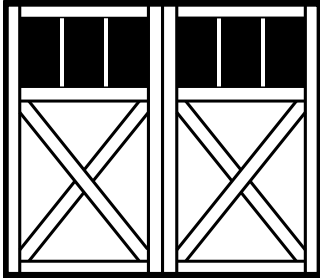
Diagonal Panel

PREMIUM CONSTRUCTION (Insulation Standard)

Model 7410 Saratoga Model 7411 Belmont

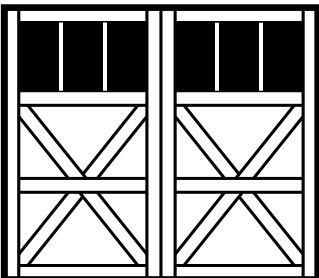


Diagonal Panel



Crossbuck Panel

Model 7412 Derby



Crossbuck Panel



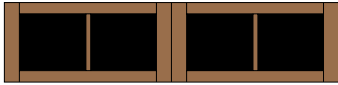
7412 Derby, Custom stained finish, 16 Lite Arched windows

Windows

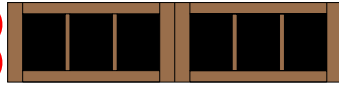
PAINT GRADE,
CLEAR GLASS,
TWO DOORS

SQUARE TOP

True Vertical Divided



4 Lite (S)
8 Lite (D)



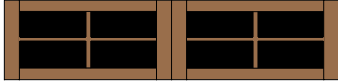
6 Lite (S)
12 Lite (D)

(S) = Single Door
(D) = Double Door



8 Lite (S)
16 Lite (D)

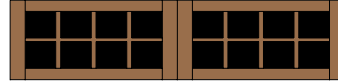
True Cross Divided



8 Lite (S)
16 Lite (D)



12 Lite (S)
24 Lite (D)



16 Lite (S)
32 Lite (D)

ARCHED TOP

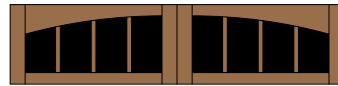
True Vertical Divided



4 Lite (S)
8 Lite (D)



6 Lite (S)
12 Lite (D)



8 Lite (S)
16 Lite (D)

True Cross Divided



8 Lite (S)
16 Lite (D)



12 Lite (S)
24 Lite (D)

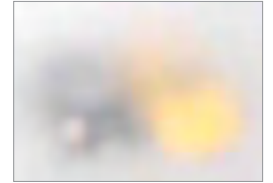


16 Lite (S)
32 Lite (D)

GLASS OPTIONS



Clear



Satin Etched



Obscure

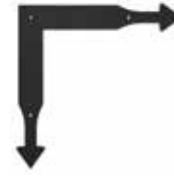
Decorative Hardware



Arrow



Barcelona



Corner hardware is available in all styles, Arrow shown.



Spear



Conifer



Fleur De Lis
Knocker



Lion Head
Knocker



Fleur De Lis
Levers



Fleur De Lis
Lift Handle



Fleur De Lis



Aspen



Pyramid
Clavos



Round
Clavos

Custom wood doors

If you can dream it, we can build it.



Custom wood, Custom stained finish, Decorative hardware



Custom wood, Custom stained finish, Custom windows



Custom wood, Custom stained finish



Custom wood, Custom stained finish, Custom windows

Wayne Dalton
GARAGE DOORS

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Lewisville, TX 75067

wayne-dalton.com



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