



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

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Historic Preservation Officer

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Historic Preservation Planner

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Administrative Coordinator

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# APPLICATION AND SUBMITTAL PROCEDURE

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Before submitting an application, you are encouraged review the *Historic Preservation Design and Sustainability Standards and Guidelines*, available online at <https://www.okc.gov/departments/planning/design-review-and-historic-preservation/historic-preservation>, and to discuss your project with Historic Preservation (HP) staff. Contact Katie McLaughlin Friddle at (405) 297-3084 or [kathryn.friddle@okc.gov](mailto:kathryn.friddle@okc.gov), or Angela Yetter at 297-1831 or [angela.yetter@okc.gov](mailto:angela.yetter@okc.gov).

## Application Submittal

- ▶ Submit IN PERSON the following items: Application, Checklist, and **all required documents** (as described in the Checklist) to HP Staff, Planning Department, 420 W. Main St., 9th Floor, OKC.
- ▶ Initial Submittals must be made in person – delivery via mail or email WILL NOT be accepted.
- ▶ HP staff will determine whether the project is subject to review by staff or by the Historic Preservation (HP) Commission.
- ▶ HP staff will issue the Applicant an invoice for the submittal fee (\$100.00), which must be presented to the Development Center Cashier, located at 420 W Main St., 8th Floor, OKC to make payment. Review will not begin until payment is confirmed.

## 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): 324 NW 26th St

Legal Description of Property (lot, block, addition): 6 & 7, 011, Jefferson Park Add.

Year built: 1918 Exterior wall material: Wood Siding Floor area: 1459 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) \_\_\_\_\_ ☐ **Renovation** (specify) \_\_\_\_\_

☐ **Work not specified above** \_\_\_\_\_

Replace chain link fence with Wood

### 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**

WILLIAMS.JACOB.RYAN.1462474  
322  
Digitally signed by  
WILLIAMS.JACOB.RYAN.1462474322  
Date: 2020.06.16 14:50:10 -0500

Date 15Jun20

Name (printed) Jacob Williams

Organization \_\_\_\_\_

Address 324 NW 26th St

Phone (928)460-0044

City, State, Zip Oklahoma City, OK 73103

Email Jacobwill@live.com

I prefer to be: ☐ Mailed or ☒ Emailed.

**Representative Signature** \_\_\_\_\_

Date \_\_\_\_\_

Name (printed) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

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?** \_\_\_\_\_

**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

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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)

Fence Project Proposal for  
324 NW 26<sup>th</sup> St  
Oklahoma City, Oklahoma

## Scope of Work

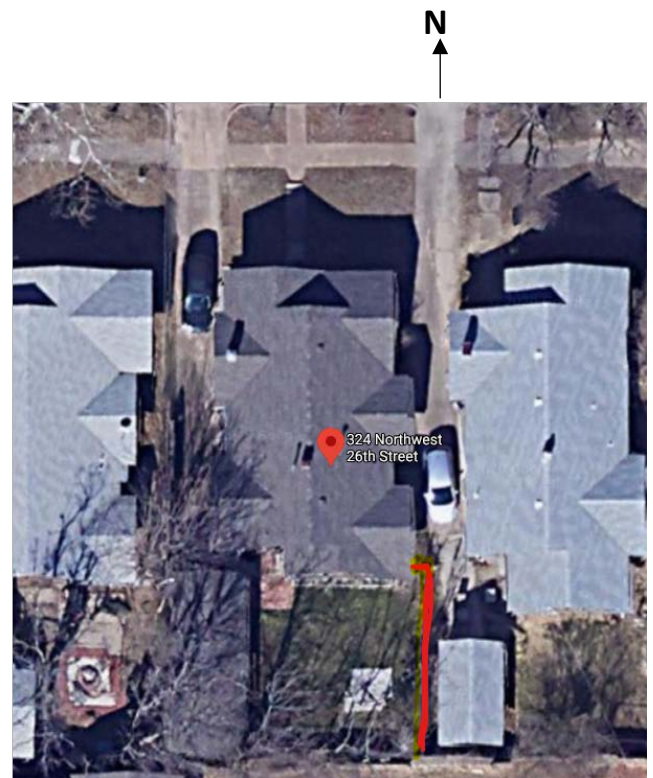
Replacing Chain Link fence on East side with wooden fence.

## Documentation of Existing Conditions

**Pic #1**



**Pic # 2**





## Fence Plans

Replace current Chain Link fence with 6ft Wood Panel with example below. Will utilize existing post unless post deemed damaged or too weak to support new fence then old post will be removed and replaced.

Example Fence



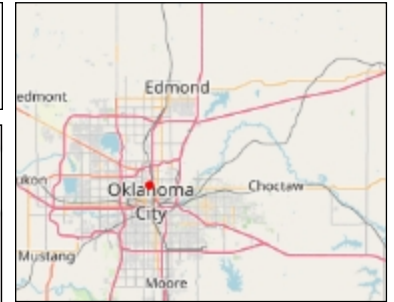
## Construction materials

Fence Panel: "Severe Weather (Actual: 6-ft x 8-ft) Wood Pressure Treated Pine Dog Ear Wood Fence Panel" \$39.97



Mounting Bracket: "Standard Hot-dipped Galvanized Metal Fence Mounting Bracket Wood Fence" \$2.70





### Legend

### Notes

Enter Map Description



0.0 0 0.01 0.0 Miles