

# TULSA PRESERVATION COMMISSION

Any exterior alterations or repairs, new construction, or demolition within the historic district **MUST BE APPROVED** by the Tulsa Preservation Commission or staff prior to work. A Certificate of Appropriateness (COA) is required even if a building permit is not needed.

## I. APPLICANT INFORMATION

Project Address: \_\_\_\_\_  
Historic District: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Applicant is the:  
 Owner       Contractor       Architect       Engineer  
Applicant Mailing Address: \_\_\_\_\_  
Name of Owner, if different: \_\_\_\_\_ Email: \_\_\_\_\_  
Legal Description: \_\_\_\_\_

## II. FINAL PLANS FOR NEW CONSTRUCTION - CHECKLIST

\*IN ADDITION TO PRELIMINARY **SITE PLAN** AND **FACADE ELEVATION DRAWINGS** REQUIRED FOR PRELIMINARY DESIGN REVIEW, APPLICANT MUST PROVIDE ITEMS CHECKED BELOW FOR A FINAL DESIGN REVIEW BY THE COA SUBCOMMITTEE, PREFERABLY IN DIGITAL FORMAT.

\*SITE PLAN AND ELEVATION DRAWINGS MUST BE OF SUFFICIENT CLARITY AND DETAIL TO SHOW THE PROPOSED SCOPE OF WORK AND THE EXTERIOR BUILDING MATERIALS TO BE USED.

### SITE PLANS should include:

- Scale of 1 inch = 20 feet, or greater
- Lot orientation and north arrow
- Legal description of the property as recorded on the deed
- Property line and improvements, to scale
- Location of all existing and proposed structures, with front & side setback distances indicated
- Percentage of slope on lot
- Location of existing and proposed retaining walls, sidewalks, and driveways with front & side setbacks indicated
- An additional site plan showing approximate height, width and front setback of proposed project and **all adjacent structures** to show relationship to neighborhood
- A copy of each site plan should be scaled down to 11x17 or smaller and submitted digitally

### ELEVATION DRAWINGS should include:

- Front and side rough draft sketches
- Structure size, dimensions, height
- Roof pitches
- General design elements
- Pallet of materials to be used - indicate on drawings, include brochures when possible

## III. ACKNOWLEDGEMENT OF RESPONSIBILITY

I understand that the items indicated above must be submitted for COA Subcommittee review, and agrees to provide these items as well as any additional information deemed necessary to make a decision. COA Subcommittee preliminary review date: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
DATE OF APPLICATION: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_  
DATE OF APPROVAL: \_\_\_\_\_

Final Design Checklist  
NEW CONSTRUCTION

Questions?

Contact TPC Staff  
at 918.596.2600

ADeCort@cityoftulsa.org



UPDATED  
JULY 2006