

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 - PLEASE PRINT

Project Address: _____
Historic District: _____
Name of Applicant: _____ Phone: _____
Applicant is the:
 Owner Contractor Architect Engineer
Applicant Mailing Address: _____
Name of Owner, if different: _____ Email: _____
COA Subcommittee review dates: _____

II. FINAL PLANS FOR NEW CONSTRUCTION & ADDITIONS

*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 agree to provide these items as well as any additional information deemed necessary to make a decision.

APPLICANT SIGNATURE: _____
OWNER SIGNATURE: _____
DATE OF APPLICATION: _____

STAFF SIGNATURE: _____
DATE OF APPROVAL: _____

Final Design Checklist
NEW CONSTRUCTION

Questions?

Contact TPC Staff
at 918.576.5672

KPack@cityoftulsa.org



UPDATED
SPRING 2015