



Historic Preservation Permit APPLICATION FORM

STAFF USE ONLY

Date App Received: _____
Date App Completed: _____
Date Approved: _____
Staff Approval: ___ Yes ___ No

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

All documentation must be submitted to the Preservation Staff a minimum of one week prior to the next Preservation Commission meeting (or HP Permit Subcommittee meeting, if applicable). Once an application has been received, staff has 10 business days to review the application for completeness. Complete documentation is required to properly review a project. If an application is not complete, staff will notify the applicant of missing or required documentation. An application will not be deemed complete until all requested information has been received, then it will be placed on the next appropriate meeting date. If the missing or required documentation is not submitted in 60 days from its request, the application will be deemed withdrawn (§70.010-C(5)).

See next page for submittal requirements.

I. APPLICANT INFORMATION

Project Address: _____
Historic District: _____
Name of Applicant: _____ Phone: _____
Mailing Address: _____
E-mail: _____
Name of Owner (if different): _____
Mailing Address: _____
E-mail: _____ Phone: _____

II. ACKNOWLEDGEMENT OF RESPONSIBILITY

I (we) understand and have included in this application all required documents I need to proceed. I (we) certify that the statements and showings made in any paper or plans submitted herewith are true to the best of my (our) knowledge. I (we) have reviewed the applicable Unified Design Guidelines and Zoning Code, and I understand if I have not turned in all basic requirements and other information as deemed necessary by the Historic Preservation Staff, I (we) will be notified and no further action on the application will be taken until the information is submitted.

APPLICANT SIGNATURE: _____

PRINTED NAME _____ DATE: _____

III. OWNER'S CONSENT (IF NOT APPLICANT)

Owner hereby certifies that it is the owner of the property located at _____ ("Subject Property") and expressly consents to the use of the Subject Property as described in this application and to all conditions that may be agreed to as a part of the approval of this application, which may be imposed by the Tulsa Preservation Commission. Owner hereby authorizes, the Applicant as agent, to file this application and represent Owner at any and all meetings and hearings required to process this application.

OWNER SIGNATURE: _____

PRINTED NAME _____ DATE: _____



Historic Preservation

Permit

APPLICATION FORM

ATTACHMENT A: SUBMITTAL MATERIALS

PROJECT DESCRIPTION

Give a detailed description and justification for each repair, alteration, new construction, or demolition planned. Include description and condition of affected existing materials. Attach additional pages as needed.

PROJECT CHECKLIST

- Digital color photographs of each elevation of the site, building(s), and project area(s) provided by email or memory device only. **No external storage account invitations.**
- Product brochures, color photographs, and/or material samples when new or replacement materials are proposed.
- Site plan, no larger than 11x17, to scale with dimensions and north arrow showing location of structures and project area or landscape features in respect to building line, property line, and adjacent structures on all sides.
- Elevation sketches or renderings to scale with dimensions showing location of work required for changes on exterior walls, additions, and new construction
- Window Survey Form for proposed window repair or replacement (see **Attachment B**)

FOR ADDITIONS AND NEW CONSTRUCTION, THE FOLLOWING ARE REQUIRED IN ADDITION TO THE ABOVE:

- Site Plan, Floor Plans, and Elevations should be at a scale of 1 inch = 20 feet, or greater
- Architectural rendering (optional)
- Legal description of the property as recorded on the deed
- Location of all existing and proposed structure(s), with front and side setback distances indicated
- Percentage of slope on lot
- Location of existing and proposed retaining walls, sidewalks, and driveways with front and 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
- Floor plan to scale with dimensions required for additions and new construction

ATTACHMENT B: [WINDOW SURVEY FORM](#) (if applicable- see [Window Repair and Replacement Guide](#))