



# 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 demolition within the Overlay District **MUST BE APPROVED** by the Tulsa Preservation Commission or its staff prior to performance of Work. A Historic Preservation Permit may be required even if a Building Permit is not.

All documentation must be submitted at least one week prior to the next Regular Meeting of the Tulsa Preservation Commission or its Historic Preservation Permit Subcommittee, if applicable. Once an application has been received, the staff has 10 Business Days to review the application. An application will not be deemed complete until all requested information has been received. If an application is not complete, the applicant will be notified, and, if the documentation requested has not been submitted within 60 days, the application will be deemed withdrawn (§70.010-C(5)).

See Page 2 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.

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##### 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](#))