



**CITY OF PONCA CITY** *Development Services Department*

516 E. Grand \* P.O. Box 1450 \* Ponca City, OK 74602 \* Phone (580) 767-0383 \* Fax (580) 767-0325

*For Office Use Only*  
Date Received: \_\_\_\_\_  
Initials: \_\_\_\_\_

**CERTIFICATE OF APPROPRIATENESS APPLICATION**

PROPERTY ADDRESS: \_\_\_\_\_

NAME OF DISTRICT/LANDMARK: \_\_\_\_\_

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant's Function (*circle one*): Owner, Lessee, Agent, Architect, Contractor, Attorney, Other: \_\_\_\_\_

**OWNER INFORMATION:** (*if different from above*)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

The Ponca City Historic Preservation Advisory Panel reviews all proposed exterior changes to buildings, structures and landscaping that are visible from a public street, sidewalk, or alleyway, or park which includes: additions and new construction; alterations and renovations; demolition and building relocation; driveways and sidewalks; fences, walls, row hedges and trees (those that contribute to the streetscape); changes to exterior paint color; replacement of features (windows, doors, siding, etc); signs and awnings and other exterior material changes.

**TIMING FOR COA REVIEW:**

Typically, a minimum of three to four weeks is required from the submission date of the Certificate of Appropriateness (COA) application. If the application is incomplete, or if the applicant requests a change after submission, the COA application will be continued to the next regularly scheduled meeting. Please note that the COA review is necessary but not sufficient for the granting of a building permit if required. Projects are also subject to city review for compliance with zoning, building and safety codes. **The applicant must obtain all necessary permits prior to proceeding with any work.**

Have you had a meeting with the neighborhood association?	Yes	No	N/A
Have you obtained or in the process of obtaining approval from other required city boards/commissions or Development Services (building permits)?	Yes	No	N/A
Are you using State or Federal Historic Rehabilitation Tax Credits for your project?	Yes	No	
Are you using any State or Federal Grants for your project?	Yes	No	

**APPLICATION FEES**

<b>Expedited Applications</b> .....	<b>\$25</b>
1. Painting previously painted surfaces.	
2. Roofing replacement of roofing shingles, replacement or installation of gutters and downspouts.	
3. Replacement of sidewalks, front steps, driveways.	
4. General landscaping including planting or removal of trees over a 12” caliper, installation or removal of hedge rows.	
5. Minor exterior alterations such as installation of storm windows and doors, tuck pointing, installation of exterior lighting, installation of satellite dishes (on secondary façades), replacement or installation of awnings, removal of non-historic siding.	
6. Renewal of previously approved applications in which the scope of work has not changed.	
<b>Construction of new primary buildings (single or multi-family and commercial infill)</b> .....	<b>\$100</b>
<b>Construction of new additions or secondary outbuildings</b> .....	<b>\$50</b>
<b>Demolition of contributing historic buildings or structures</b> .....	<b>\$250</b>
<b>All other scopes of work to designated properties</b> .....	<b>\$25</b>

**\*\*\*Triple Fees:** Fees for any Certificate of Appropriateness in which the scope of work has been started or completed before the application is submitted shall be tripled.



## COA REVIEW TERMINOLOGY:

**Addition:** increase existing building or structure by building outside of existing walls and/or roof.

**Alteration:** physical change to a building or structure.

**Demolition:** intentional destruction of all or part of a building or structure.

**Feature:** a portion or element of a building or structure.

**New Construction:** complete new structure or building.

**Repair:** refurbish a deteriorated part of a building or structure.

**Replace In-kind:** match the original feature exactly including original material, scale, size, finish, detailing, and texture.

**Replace with New:** does not match original exactly (product/spec sheet required)

Siding and Masonry (EXISTING BUILDING)	Repair	Replace In-Kind	Replace New	Add/ Remove	Required Materials
Repoint masonry					<ul style="list-style-type: none"> <li>Photographs of deterioration</li> <li>Proposed mortar mixture</li> </ul>
Clean and/or remove paint on masonry					<ul style="list-style-type: none"> <li>Current photographs and historical photographs (if available)</li> <li>Product sheets (manufacturer's catalog/website page)</li> </ul>
Waterproofing or other coatings for masonry					<ul style="list-style-type: none"> <li>Product sheets (manufacturer's catalog/website page)</li> </ul>
Exterior painting					<ul style="list-style-type: none"> <li>Paint samples</li> <li>Rendering (if available)</li> </ul>
Decorative wood or masonry features					<ul style="list-style-type: none"> <li>Historical photographs (if available)</li> <li>Product sheets (manufacturer's catalog/website page)</li> <li>FOR NEW MATERIALS: bids for repair, replace in-kind, and/or replace with new</li> </ul>
Other:					

<b>Windows and Doors (EXISTING BUILDING)</b>	<b>Repair</b>	<b>Replace In-Kind</b>	<b>Replace New</b>	<b>Add/ Remove</b>	<b>Required Materials</b>
Windows, doors and shutters					<ul style="list-style-type: none"> <li>• Photographs of deterioration and historical photographs (if available)</li> <li>• Product sheets (catalog or website page)</li> <li>• FOR NEW WINDOWS &amp; DOORS: bids for repair, replace in-kind, and/or replace with new material</li> </ul>
Cut, close or alter openings & remove or install windows/doors					<ul style="list-style-type: none"> <li>• Current photographs and historical photographs (if available)</li> <li>• Product sheets (manufacturer's catalog/website page)</li> </ul>
Other:					

<b>Roof and Guttering (EXISTING BUILDING)</b>	<b>Repair</b>	<b>Replace In-Kind</b>	<b>Replace New</b>	<b>Add/ Remove</b>	<b>Required Materials</b>
Roof materials: <i>composition shingles, slates, tile, wood shingles or metal</i>					<ul style="list-style-type: none"> <li>• Product sheets (manufacturer's catalog or website page)</li> </ul>
Roof features: <i>box gutters, hanging gutters, soffits, brackets, parapets, dormers, skylights &amp; etc.</i>					<ul style="list-style-type: none"> <li>• Historical photographs (if available)</li> <li>• FOR NEW MATERIALS: product sheets (catalog/website pages)</li> <li>• FOR COVERING BOX GUTTERS: bids for repair, replace in-kind, and/or replace with new material</li> </ul>
Other:					

<b>Porches and Balconies (EXISTING BUILDING)</b>	<b>Repair</b>	<b>Replace In-Kind</b>	<b>Replace New</b>	<b>Add/ Remove</b>	<b>Required Materials</b>
Porch features: columns, balustrades/railings, roof, flooring, stairs and skirt					<ul style="list-style-type: none"> <li>• Historical photographs (if available)</li> <li>• FOR NEW MATERIALS: product sheets (catalog or website page)</li> <li>• Dimensioned elevation drawings – accurate hand drawings are acceptable (maximum 11 x 17 sheet)</li> </ul>
Enclose/screen/open porch					<ul style="list-style-type: none"> <li>• Historical photographs (if available)</li> <li>• Product sheets (manufacturer’s catalog/website page)</li> <li>• Dimensioned elevation drawings - accurate hand drawings are acceptable (maximum 11 x 17 sheet)</li> </ul>
Other:					

<b>Awnings, Lighting, Signs &amp; Satellites (EXISTING BUILDING)</b>	<b>Repair</b>	<b>Replace In-Kind</b>	<b>Replace New</b>	<b>Add/ Remove</b>	<b>Required Materials</b>
Awnings and signs					<ul style="list-style-type: none"> <li>• Photographs of installation location and historical photographs (if available)</li> <li>• Product sheets (manufacturer’s catalog/website page)</li> <li>• Dimensioned elevation drawings - accurate hand drawings are acceptable (maximum 11 x 17 sheet)</li> <li>• Method of attachment</li> </ul>
Lighting and satellites					<ul style="list-style-type: none"> <li>• Photographs of installation location and historical photographs (if available)</li> <li>• Product sheets (manufacturer’s catalog/website page)</li> <li>• Method of attachment</li> </ul>
Other:					

ADDITIONS & NEW CONSTRUCTION	Repair	Replace In-Kind	Replace New	Add/ Remove	Required Materials
Accessory building: <i>garage, storage/potting shed, gazebo, pergola, carport, etc.</i>					<ul style="list-style-type: none"> <li>• Dimensioned elevation drawings - accurate hand drawings are acceptable (maximum 11 x 17 sheet)</li> <li>• Dimensioned site plan – accurate hand drawings are acceptable (maximum 11 x 17 sheet)</li> <li>• Product sheets (manufacturer’s catalog/website page)</li> </ul>
Principal (main) building: <i>residential or commercial</i>					<ul style="list-style-type: none"> <li>• Dimensioned elevation drawings - accurate hand drawings are acceptable (maximum 11 x 17 sheet)</li> <li>• Dimensioned site plan – accurate hand drawings are acceptable (maximum 11 x 17 sheet)</li> <li>• Product sheets (manufacturer’s catalog/website page)</li> </ul>
Addition to existing building: <i>expansion</i>					<ul style="list-style-type: none"> <li>• Dimensioned elevation drawings - accurate hand drawings are acceptable (maximum 11 x 17 sheet)</li> <li>• Dimensioned site plan – accurate hand drawings are acceptable (maximum 11 x 17 sheet)</li> <li>• Product sheets (manufacturer’s catalog/website page)</li> </ul>
Americans with Disability Act (ADA) Ramp					<ul style="list-style-type: none"> <li>• Dimensioned elevation drawings - accurate hand drawings are acceptable (maximum 11 x 17 sheet)</li> <li>• Dimensioned site plan – accurate hand drawings are acceptable (maximum 11 x 17 sheet)</li> <li>• Product sheets (manufacturer’s catalog/website page)</li> </ul>
Other:					

<b>SITE WORK</b>	<b>Repair</b>	<b>Replace In-Kind</b>	<b>Replace New</b>	<b>Add/ Remove</b>	<b>Required Materials</b>
Driveways, sidewalks and parking areas					<ul style="list-style-type: none"> <li>• Dimensioned site plan (maximum 11 x 17)</li> <li>• IF OTHER THAN CONCRETE: product sheets (manufacturers catalog/website page)</li> </ul>
Retaining walls, walls, fencing, gates, yard lights, fountains, ponds, and AC units					<ul style="list-style-type: none"> <li>• Historical photographs (if available)</li> <li>• Dimensioned elevation drawings (maximum 11 x 17 sheet)</li> <li>• Dimensioned site plan – accurate hand drawings are acceptable (maximum 11 x 17 sheet)</li> <li>• Product sheets (manufacturer’s catalog/website page)</li> </ul>
Tree removal/planting, hedge rows, and planting taller than 3 feet					<ul style="list-style-type: none"> <li>• Dimensioned site plan – accurate hand drawings are acceptable (maximum 11 x 17 sheet)</li> <li>• Product sheets (manufacturer’s catalog/website page)</li> </ul>
Other					

<b>DEMOLITION/RELOCATION</b>	<b>Repair</b>	<b>Replace In-Kind</b>	<b>Replace New</b>	<b>Add/ Remove</b>	<b>Required Materials</b>
Demolition of main building					<ul style="list-style-type: none"> <li>• Photographs of deterioration</li> <li>• Engineer’s evaluation</li> <li>• Bids for repair</li> <li>• Reasons for demolition</li> <li>• Planned use of site after demolition</li> <li>• <i>See staff for other materials that may be required</i></li> </ul>
Demolition of accessory building: garage, storage/potting shed, gazebo, carport, etc.					<ul style="list-style-type: none"> <li>• Photographs of structure</li> <li>• Reasons for demolition</li> <li>• Planned use of site after demolition</li> <li>• <i>See staff for other materials that may be required</i></li> </ul>
Other:					