Historic Preservation Commission Application Form

A Checklist and Application for Certificate of Appropriateness, Certificate of Demolition, Exception for Economic Non-Viability, or Determination of No Material Effect
(Revised July.28.2021)
Permitting Process Information

• Per Article 21 of the Shreveport Unified Development Code (UDC), prior to performing work and/or receiving a building permit to erect, alter, move or demolish any building, structure, site or landmark in a Historic Preservation Overlay District (HPOD), an applicant must first obtain either (1) a Certificate of Appropriateness (COA) for any changes to the exterior of any building, structure, site or landmark, (2) a Certificate of Demolition (COD) for the removal or demolition of any building, structure, site or landmark, or (3) an Exception for Economic Non-Viability if the property owner has shown he/she will be deprived of any reasonable economic return on the property if not allowed to proceed with the requested alteration or other activity, until an application has been submitted to the Office of the MPC.

• A COA shall be required whether or not a building or other permit is required.

• A COA or DOC is also required for any building, structure, site or landmark listed on any federal, state, or local historic register, but not located with a Historic Preservation Overlay District (HPOD). Please reference Chapter 37 of Chapter 37 of the Shreveport City Code for full list of all historic properties.

• A Determination of No Material Effect may be issued by the Chief Building Official or the City Engineer, or their designees, indicating approval for any normal repair or act of maintenance as defined by the Article.

• All applications are reviewed by MPC Staff and the Historic Preservation Commission, and decided by the Executive Director of the MPC (unless otherwise stated in the Shreveport UDC). Applications are assessed according to the design standards and review criteria for the Historic Preservation Overlay District, as outlined in the Shreveport UDC. The standards are context based, and decisions may vary from district-to-district based on each specific district’s special character. Until a “specific” historic preservation district overlay has been established to govern its design standards, the General Historic Preservation Overlay District (General-HPOD) design standards and other review criteria shall apply.

Filing Instructions

• An applicant for a Certificate of Appropriateness (COA), Certificate of Demolition (COD), Exception for Economic Non-Viability or Determination of No Material Effect must complete this application in full. This application will not be processed unless all information requested is provided. See Page 5.

• Provide a map, photographs, site/concept plan, building elevations and scope of work, as required by this application. These requirements may be waived by the Executive Director, as appropriate. Photos may replace the elevations if no change is to be made to the exterior. A site/concept plan is required if any new addition or accessory structures are to be constructed or if there will be any change in the location of fences, walls, walkways, driveways, parking areas, light poles, signs, etc.

• Projects for the new construction for any townhouse, multi-family, and non-residential (including mixed-use) construction must submit subdivision and/or site plans for approval by the MPC either before or simultaneously with the Certificate of Appropriateness Application. A COA Application will not be considered complete until a subdivision and/or site plan application has been submitted.

• The application must be signed by the owner or by an authorized agent of the subject property.
HPC APPLICATION FORM

Date: ___________________________ Fee: $50 per application.

1. Address of Property: ____________________________________________________________

2. Please select the type(s) of work being performed. Check all that apply.
   □ Certificate of Appropriateness
   □ Certificate of Demolition
   □ Exception for Economic Non-Viability (as applicable)
   □ Determination of No Material Effect

3. Historic District in which Property is Located:
   □ Fairfield Historic District
   □ Highland Historic District
   □ South Highlands Historic District
   □ Shreveport Commercial Historic District
   □ Texas Avenue Historic District
   □ St. Paul's Bottoms Historic District
   □ Historic Property / Landmark Name (if applicable): ________________________________

4. Please select the type of work being performed:
   □ Addition (to an Existing Structure)
   □ Alteration / Repair
   □ Construction of a Fence / Wall
   □ Demolition
   □ New Construction
   □ Renovation
   □ Other (please specify): _______________________________________________________

5. General nature of action for which certificate is sought (attach additional 8½ x 11 pages as necessary)
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

6. Will you be applying for rehabilitation tax credits for this project? □ Yes □ No

7. Did you consult with MPC staff prior to filing this application? □ Yes □ No

8. Are there any applications relevant to this application pending before the MPC, Zoning Board, City Council or other government agency? □ Yes □ No

9. Applicant: __________________________________________________________________
    Address: ___________________________________________________________________
    E-mail: ____________________________ Telephone: _____________________

10. Property Owner: __________________________________________________________________
    Address: ___________________________________________________________________
    E-mail: ____________________________ Telephone: _____________________
    Signature of Property Owner
    Consenting to Permit Applications: ____________________________________________
11. Exhibits Required with all Applications:
   - A map indicating the property on which the work is proposed (maps are available from the MPC).
   - Current photographs to show the existing conditions on the property, its relationship to adjacent properties and the surrounding neighborhood.
   - A general description of work or action(s) proposed. Add additional pages as necessary.

12. Exhibits Required with Applications for Certificate of Appropriateness Applications for New Construction, Additions, Alterations, Demolition or Relocation:
   - A general description of work or action(s) proposed. Add additional pages as necessary.
   - A scaled, dimensioned site plan showing location of the buildings(s) or structure(s) and all proposed site work, including sign(s), landscaping and fences, as appropriate to the application.
   - A scaled, dimensioned elevation drawing of each side of the building(s) or structure(s) as necessary to indicate the location and nature of all proposed work, including sign(s).
   - Samples, representations or detailed description of the proposed building materials and colors.

13. Exhibits Required with Applications for Roof Replacement with no Changes:
   - A sample, representation or detailed description of the proposed roofing material.

Signatures

Certification of Applicant

I hereby certify that I have read and examined this application and know the same to be true and correct. I understand that consideration of this application is based upon the correctness of the information I have supplied and that any permit(s) granted may be revoked upon a finding by the Metropolitan Planning Commission (MPC), Historic Preservation Commission, and/or City of Shreveport that any relevant information supplied on or with this application is substantially incorrect. I further understand that only complete applications, including all required exhibits, are considered by the MPC, and that applications, including all required exhibits and fees, must be received in the Office of the MPC and certified as complete no less than seven (7) days prior to the next scheduled Historical Preservation Commission meeting in order to be placed on the agenda.

Signature of Applicant

Date

Do Not Write Below This Line—For MPC Office Use Only

Date Received:  
HPC Meeting Date:  
Case Number: