

INFORMATIONAL LETTER 0017-2008
Scenic/Historic Districts
Effective Immediately
December 17, 2008

Section 4611(c): “Residential rights-of-way, Scenic and Historical Rights-of-ways and Districts. All on-premise signs on residential rights-of-way and scenic and historical rights-of-way and districts shall conform in all respects to the requirements set forth.....”

Effective immediately, all historical districts, rights-of-way or a historical building/business premise will be enforced regarding signage. Signs in an historical right-of-way or district carry the same size criteria and limits of a scenic district. In addition, the Historic Preservation Office (HPO) may make recommendations about the proposed signage in keeping with the exterior facade of the building.

Previously, our office relied solely on the Planning Department to lock down the address in the computer system known as ILMS however, that was not absolute due to new addresses being created and HPO not being informed. Technology has allowed our office and yours to be more efficient and aware of these areas and comply as required by the Sign Code.

If your proposed signage is within the designated historical boundaries, a Certificate of Appropriateness is required prior to a sign permit being issued.

It is our understanding the following requirements must be submitted to the Planning Department/Historical Preservation Office:

- HPO application
- Recent photo of subject site
- Copy of plans and specifications required to obtain a permit
- A drawing of the exterior of the structure showing proposed changes
- A description of the proposed alterations and a list of materials that will be used.

If the HPO application is approved, a Certificate of Appropriateness will be issued by the Planning Department which must accompany your sign permit application. If the HPO application is denied, there is an appeal process through the Planning Commission. For all HPO questions or to request additional information, please contact Randy Pace at 713-837-7796. The Sign Administration offices will not be able to assist or answer any of the HPO questions.

For your convenience, we have included a link on the Sign Administration web site for you to review and download.

<http://www.publicworks.houstontx.gov/planning/enforcement/signadmin.htm>

[CLICK HERE](#) for Historical Boundaries Maps of Houston

[CLICK HERE](#) for Historical Street Names and Block Names