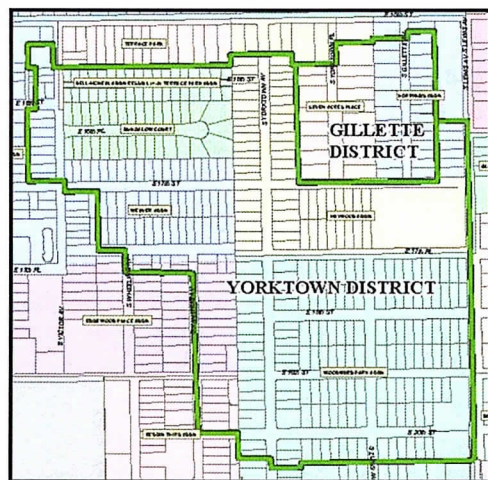


Historic Preservation Zoning Overlay

As the name implies, a Historic Preservation Zoning Overlay "over lays" any existing zoning and protects neighborhoods against inappropriate alterations and unsympathetic new construction. A HP Overlay does not prevent lot splits.

An HP Overlay requires any exterior alterations and some repairs to be reviewed by the Tulsa Preservation Commission before the work begins. Larger projects, such as additions and new construction, are reviewed by the Historic Preservation Permit Subcommittee before their review by the Preservation Commission.



Is My Property Located in a District with an HP Zoning Overlay?

If your property is located within one of the six districts protected by an HP Overlay, most projects will require a Historic Preservation Permit. If you are unsure whether your property is located in a historic district, view the maps on the Tulsa Preservation Commission website or contact the staff of the Tulsa Preservation Commission.

Unified Design Guidelines

The Tulsa Preservation Commission relies on the Unified Design Guidelines during reviews of applications for Historic Preservation Permits. Since the Unified Design Guidelines apply to all buildings within a district, regardless of their age or style, homeowners should consult the guidelines prior to any project, including maintenance, repair, replacement, or rehabilitation.

To review the Unified Design Guidelines:
<http://tulsapreservationcommission.org/guidelines>



Contact Us:

Tulsa Preservation Commission
175 East 2nd Street, Suite 570
Tulsa, Oklahoma 74103
Phone: (918) 576-5687
Fax: (918) 699-3418
preservationcommission@cityoftulsa.org
<http://tulsapreservationcommission.org>

The activity that is the subject of this brochure has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:
Chief, Office of Equal Opportunity
United States Department of Interior, National Park Service
1201 Eye Street, N.W. (2740)
Washington, DC. 20005.



Historic Preservation Permit Process

for Properties within
Historic Preservation Zoning
Overlay Districts

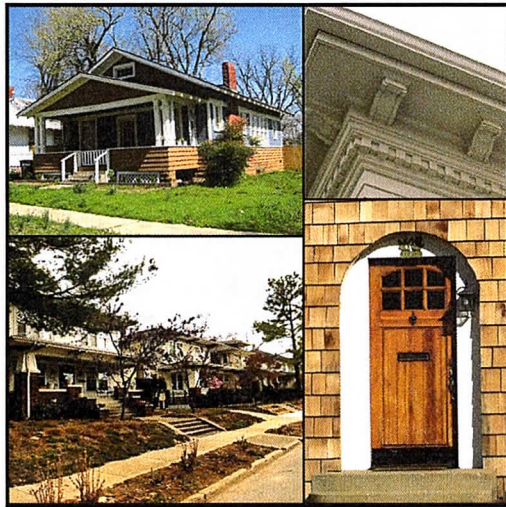


Tulsa
A New Kind of Energy.

Historic Preservation (HP) Permit

Historic Preservation (HP) Permits are required for most projects in HP Zoning Overlay Districts, including additions, new structures, landscape features, and exterior alterations. Some work may be exempt, and the staff of the Tulsa Preservation Commission can issue a HP Permit for some projects.

The staff will assist you through the review process which may involve the HP Permit Subcommittee as well as the Tulsa Preservation Commission. You can also request a preliminary review before submitting an application.



HP Permit Application

An application for a Historic Preservation (HP) Permit is an easily completed, two-page form, and there is no application fee. Before submitting an application, contact the staff to ensure you have all the required information. Most applications will include:

- Photographs,
- Site plan,
- Elevation drawings, and
- Material or product brochures.

Exemptions

Many projects are exempt from the HP Permit Process. Exempt projects which do not require a staff or Commission approval include:

- Interior renovations,
- Any work not visible from adjoining streets,
- Construction of accessory structures, such as garages and sheds, as long as they are not attached to the primary building or located in the street yard,
- Installation of antennas not visible from adjoining streets,
- Temporary stabilization of a building or structure,
- Painting a previously painted surface other than masonry, and
- Planting organic materials, such as flowers and trees.

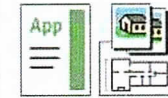


Staff Approvals

Projects which require a HP Permit issued by staff, but do not require Commission review, include:

- Replacement of materials in-kind,
- Installation of storm windows and storm doors,
- Removal of non-historic materials, and
- Removal of paint from historic masonry surfaces.

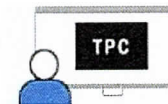
What is the Process?



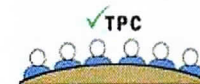
Staff receives an application with documentation from the applicant. Applicants will be notified if additional information is needed. Incomplete applications cannot be forwarded for review.



New construction, additions, and complex projects are reviewed by the HP Permit Subcommittee. The HP Permit Subcommittee will vote and forward a recommendation and report to the Preservation Commission.



Staff presents the application to the Preservation Commission. If an application is forwarded by the HP Permit Subcommittee, the Subcommittee Chair will present the recommendation.



The Preservation Commission votes whether to approve, approve with conditions, or deny the application.



After approval of an application, a Historic Preservation Permit and an "Approved Project" yard sign are issued to the property owner. Applicants whose applications are denied can reapply with an alternate proposal.

A HP Permit is **not** a building permit for residential or commercial zoning. If a building permit is required, a HP Permit and a set of the stamped and signed plans must be submitted to the Permit Office. The owner is responsible for the determination of whether a building permit is required.