

Del City, Oklahoma

GENERAL REQUIREMENTS

(Required of all applicants)

- _____ Cover Sheet
- _____ Cover Letter
- _____ Application Form
- _____ Ownership Certification

ADDITIONAL REQUIREMENTS

(Required of all applicants)

- _____ Building Permit Application
- _____ Sample Paint Color
- _____ Sample Trim
- _____ Sample Masonry
- _____ Colored Elevation
- _____ Sample Shingle

Application Designation
PC/SB _____ - _____

Application Information

Application Issued	_____ (date)	_____ (initial)
Application Complete	_____ (date)	_____ (initial)
Application Resolved	_____ (date)	_____ (initial)

Action Taken

Preservation Board _____ (date)

Approved Partially Approved Continued Denied
(Circle One)

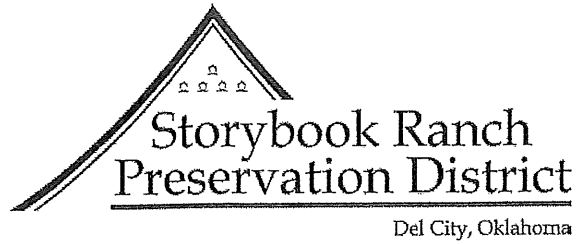
Notifications

Owner _____

Name _____

Address _____

City _____ State _____ Zip _____



Overview

Del City Ordinance 1372 provides for a Certificate of Appropriateness to City regulations regarding buildings and structures in the Storybook Ranch Preservation District. The Del City Planning Commission serves as the Preservation Board.

Application Process:

1. Applicants must complete all application forms, obtains all requested documentation, and submit the entire packet to the City Planner.
2. The City Planner will notify the Planning Commission of a pending application. The Planning Commission shall act as the Preservation Board and will hold a public hearing, at which time a decision on the application will be made.

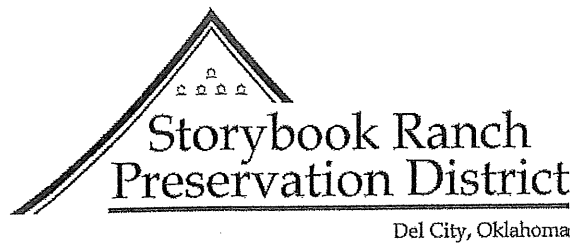
Application

The following items are required of all applicants:

1. **Cover Sheet.**
Applicant must complete the checklist portion of the cover sheet provided in the application packet.
2. **Cover Letter.**
Applicant must submit a cover letter, addressed to the Chairman of the Planning Commission, explaining the proposed modifications to the property.
3. **Application Form.**
Applicant must complete the application form provided. This form must be notarized.
4. **Ownership Certification.**
Applicant must complete the ownership certification provided in the application packet. If the applicant is not the owner of the property, permission of the owner must be granted before the application can be processed.
5. **Building Permit Application.**
Applicant must submit completed applications for any city permits relating to any proposed renovations. Applicant must submit detailed drawings of proposed improvements to the subject property regarding any modification to the external appearance of the property, including:
 - a. Repainting that results in change in color or appearance;
 - b. Repair of damaged or rotted trim, siding or masonry that results in change of color or appearance;
 - c. Installation of a new fence or repair/replacement of a fence that includes a change in materials or size;
 - d. Installation of a new or expanded driveway or sidewalk;
 - e. Replacement of windows or doors that results in change in color or appearance;
 - f. Replacement of roofing materials that results in change in color or appearance; and
 - g. Installation of landscaping visible from the street.

Appeals

Application for appeal must be filed with the Building Official no later than ten (10) days following the issuance of a final written decision on the application. All applications for appeal must be accompanied by a recordable instrument that shall run with the land and that shall indemnify the City in any future action arising out of the issuance of a CoA that is inconsistent with the adopted design regulations




Design Regulations

The Storybook Ranch Preservation District's purpose is to preserve and restore the appearance of these homes. These homes have a unique architectural features common to the Storybook Ranch architecture style, including, but not limited to, low-pitched roofs, curved ridge lines, wide eaves, attached garage, horizontal rambling profile, dovecotes, porch overhangs, columns, wainscoted brick, scrolled or scalloped trim, knee brackets, diamond-paned muntins, exposed rafter tails, wall dormers, bay windows, window boxes, complimentary paint schemes, embellished window casings and/or decorative trim boards. Specifically:

1. New Residential Structures shall be designed as Storybook Ranch homes.
2. Modifications to existing residential structures shall not cause departure from the original Storybook Ranch architecture.
3. Modifications may not remove any design feature common to Storybook Ranch homes.
4. Any removed features shall be restored.
5. Additions to the original footprint of the structure are permitted but must be in keeping with the original architecture.
6. Garage conversions are not permitted.
7. Exterior paint colors shall be in keeping with the Storybook Ranch style.
8. Trim shall be painted a different color from the primary paint color of the structures exterior.
9. Primary paint colors and trim colors shall be complimentary and period-appropriate.
10. Windows and doors, including sizes, shapes and colors shall be period-appropriate.
11. Exterior masonry and siding shall be period-appropriate.
12. Brick is not permitted to be painted.
13. Roofs shall be period-appropriate.
14. Roofing materials shall be composite shingles in a color that is period-appropriate.
15. Alternative roofing materials are not permitted.
16. New and replacement carports are not permitted.
17. New and replacement patio covers are permitted provided that they are located such that they are not visible from the street.
18. New and replacement accessory buildings exceeding one hundred forty-four (144) square feet are prohibited.
19. New and replacement accessory building not exceeding one hundred forty-four (144) square feet are permitted provided that:
 - a. They are located such that they are not visible from the street; or
 - b. If they are designed with an exterior appearance matching the primary structure.
20. New and replacement storm shelters are only allowed in the rear yard.
21. All residential lots are to be fenced along the rear and side property lines to the front corner of the primary structure.
22. Fences shall not exceed six (6) feet in height and shall be either wood stockade or decorative wood. Posts shall be wood or metal. Posts will be located on the inside of the fencing material such that they are not visible from the outside of the property. At least one gate shall be installed adjacent to the primary structure.
23. No alternative fencing material is permitted.
24. Additions to driveways shall conform to the original orientation of the original driveway.
25. Driveway expansion is permitted up to twenty-four (24) feet of total width.

26. Any property not having a sidewalk shall be required to install a sidewalk as part of any major alteration.
27. All residential lots are to include landscaping - hedges and a specimen tree located in the front yard.
28. Grass is to be maintained on all non-paved areas.



Storybook Ranch Preservation District

Del City, Oklahoma

Application is hereby made to the City of Del City for a Certificate of Appropriateness of the City Ordinance related to the Storybook Ranch Preservation District.

Section 1: Property Owner Information

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone No.: _____ Cell No.: _____

Email: _____

Section 2: Property Information: Legal Description:

Address: _____
 Street Subdivision Block Lot

City _____ State _____ Zip _____

Section 3: Certificate of Appropriateness

Project Description: _____

Section 4: Certification

I, _____ hereby certify that the information contained in this form, and in any attachments thereto, is complete, true, and accurate.

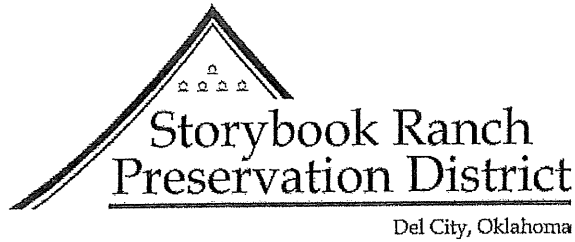
 Applicant Signature Date

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this _____ day of _____, 20____, personally appeared _____ to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that (s)he/they executed the same as his/her/their free and voluntary act and deed for the uses and purposes therein set forth.

 Notary Public

(seal)

My commission expires on the _____ day of _____, 20____. CoA Certification v.1.0 04/17/15



OWNERSHIP CERTIFICATION

Section 1: Property Owner Information

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone No.: _____ Cell No.: _____

Email: _____

Section 2: Property Information

Legal Description

Address: _____

Street _____ Subdivision _____ Block _____ Lot _____

City _____ State _____ Zip _____

Section 3: Certification

I, _____ hereby certify and attest that I am the current and legal owner of the
 aforescribed property located in the City of Del City, Oklahoma County, Oklahoma, and
 I have authorized _____ To file an application for a Certificate of Appropriateness.
 I understand that, as current and legal owner of this property, I am responsible for any and
 all detrimental impacts that may be caused by the proposed work.

AND

I further certify that this legal description and street address accurately describe the
 Property for which this application is made.

 Applicant Signature Date

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this _____ day of _____,
 20__, personally appeared _____ to me known to be the identical person(s) who executed the within
 and foregoing instrument, and acknowledged to me that (s)he/they executed the same as his/her/their free and
 voluntary act and deed for the uses and purposes therein set forth.

 Notary Public

(seal)

My commission expires on the _____ day of _____, 20__.

CoA Certification v.1.0 04/17/15