



Historic Preservation Tracker

Applicant User Guide

CITY OF HOUSTON - HITS

JUNE 2018

User Guide

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User Guide

Welcome to the Historic Preservation Tracker (HPT)

HPT is a website that allows historic property owners and their agents to submit Certificate of Appropriateness (COA) applications online. Applicants and the public will be able to track the progress of COA applications, view and download HAHC agendas, and meeting minutes.

User Guide

Signing Up

Who Should Sign Up?

- Historic property owners who are requesting a COA for their projects.
- The agents of the historic property owners who are requesting a COA for their projects.

How to Sign Up?

Go to <https://cohweb.houstontx.gov/hpt/>

The screenshot shows the Houston Preservation Tracker website. At the top, there is a navigation bar with links for RESIDENTS, BUSINESS, VISITORS, GOVERNMENT, SERVICES, and CONTACT / SEARCH. Below this is a large banner image of the Houston skyline with the text "HOUSTON PRESERVATION TRACKER" overlaid. Under the banner, there is a breadcrumb trail: Home > Planning > Houston Preservation Tracker. To the left, the Planning & Development Department logo is displayed. The main content area contains text explaining that all Certificate of Appropriateness (COA) applications will be accepted electronically through the Preservation Tracker, and that it allows historic property owners and their agents to submit COA applications and track their progress. Below this text is a "CURRENT MESSAGE BOARD" section with three empty input fields. On the right side, there is a "TO SUBMIT AN APPLICATION, PLEASE SIGN IN:" section. This section includes a sign-in form with fields for "Email:" and "Password:", a "Remember Me" checkbox, and a "Sign In" button. Below the sign-in form are links for "Forgot your Password?", "New applicant? Sign Up here", and "Registration Guide". A red speech bubble with the text "1. Click on this link" points to the "New applicant? Sign Up here" link.

RESIDENTS BUSINESS VISITORS GOVERNMENT SERVICES CONTACT / SEARCH

HOUSTON PRESERVATION TRACKER

Home > Planning > Houston Preservation Tracker

PLANNING & DEVELOPMENT DEPARTMENT

All Certificate of Appropriateness (COA) applications will be accepted electronically through Preservation Tracker.

Preservation Tracker allows historic property owners and their agents to submit Certificate of Appropriateness (COA) applications. Applicants and the public will be able to track the progress of COA applications, and view and download HAHC agendas and meeting minutes.

CURRENT MESSAGE BOARD

1. Click on this link

TO SUBMIT AN APPLICATION, PLEASE SIGN IN:

Email:

Password:

☐ Remember Me

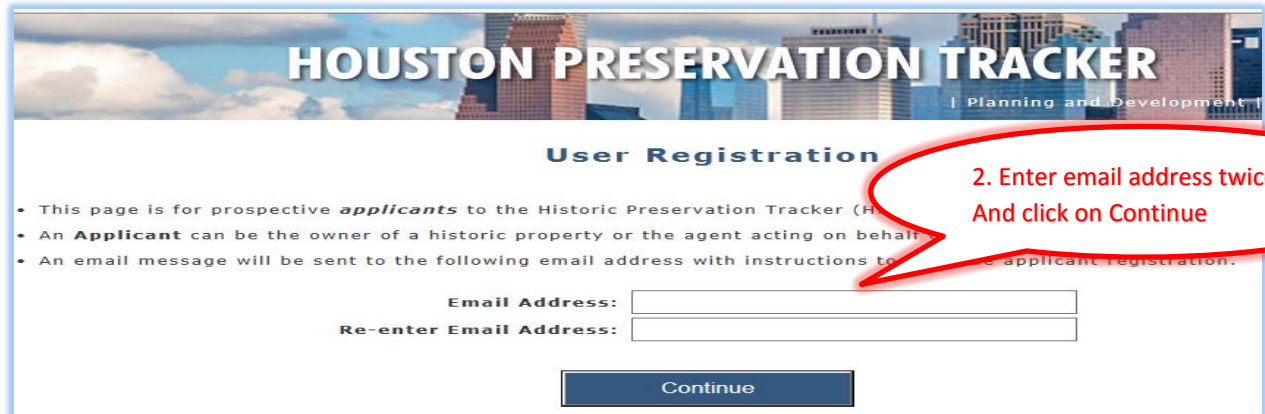
Sign In

Forgot your Password?

New applicant? Sign Up here

Registration Guide

User Guide



HOUSTON PRESERVATION TRACKER
| Planning and Development |

User Registration

- This page is for prospective **applicants** to the Historic Preservation Tracker (HPT).
- An **Applicant** can be the owner of a historic property or the agent acting on behalf of the owner.
- An email message will be sent to the following email address with instructions to complete applicant registration.

Email Address:

Re-enter Email Address:

3. Check your email messages.

An email message will be sent to the email address provided in step 2 with subject line


“City of Houston – Historic Preservation Tracker – Registration”.

Open the email and click on the “here” link to get to the page shown below.

If you haven't received the email: First, check if the email address you entered was correct. Second, check your email provider's Spam or Junk folder. If it is in there, mark it as 'Not Spam' and move it to your inbox and add @houstontx.gov to the Safe Sender domain list for future messages.

User Guide

HOUSTON PRESERVATION TRACKER



The City of Houston
Official Site for Houston, Texas

Planning and Development | City of Houston

User Registration (continued)

* Required field

User Email : **<email address entered in step 2>**
(You will be using this email address to sign in)

Name Prefix : --Select--

First Name : *

Middle Initial :

Last Name : *

Suffix :

Phone : *

Company Name (if any) :

Mailing Address Line 1 : *

Mailing Address Line 2 :

City : Houston *

State : TX *

Zipcode : *

• Passwords are case sensitive and must be 8 to 16 characters in length.

• Passwords cannot contain ^, |, ~, &, ?, double quote, or blank characters.

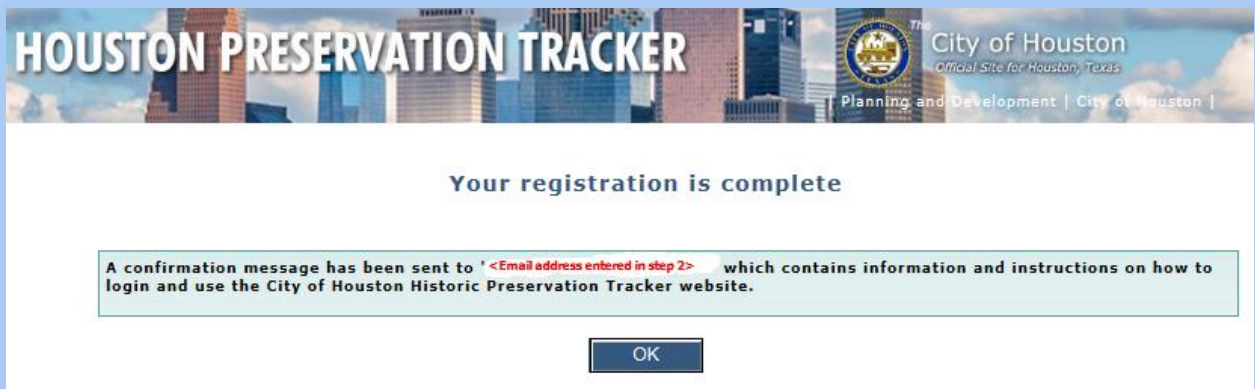
Password : *

Re-enter password : *

Register

4. Enter the name, address, telephone number, and password and click the Register button.

User Guide



End of Registration.
User account has been created.
You are now ready to sign in and begin making COA applications.

Go to <https://cohweb.houstontx.gov/http/> in your browser and enter the email address you entered in step 2 and your password to sign into HPT website.

User Guide

How to Sign in

Go to <https://cohweb.houstontx.gov/hpt/>

TO SUBMIT AN APPLICATION, PLEASE SIGN IN:

Email:

Password:

☐ Remember Me

Sign In

[Forgot your Password?](#)

[New applicant? Sign Up here](#)

[Registration Guide](#)

Enter the email address and password you chose when you registered and click on the Sign In button.

How to Recover Your Forgotten Password

Click on the "Forgot your Password?" link.



HOUSTON PRESERVATION TRACKER
[Planning and Development | City of Houston]

Recovering Password

In order to obtain your password, please enter the email address you are registered with and click on the 'Email Me My Password' button when ready.

Enter your email address:

Email Me My Password

Enter the email address
you used with your
registration and click on
"Email Me My Password"

User Guide

Changing Your User Profile

Sign in first.

Option 1. Click your name.

Option 2. Select "Update My Profile" under "User" menu item.

User: JOHN DOE Applicant HOME

User ▾ Applications ▾ Help ▾

Register another user

Update My Profile

You will get something like the following. Enter your update(s) in the blue entry fields and click on the "Save New Values".

User: JOHN DOE Applicant HOME CHANGE PASSWORD LOGOUT

User ▾ Applications ▾ Help ▾

My Profile

* Required field

	Current Values	New Values
Name Prefix	Mr.	Mr.
First Name	John	John *
Last Name	Doe	Doe *
Middle Initial		
Name Suffix		
Email	a@b.com	a@b.com * a@b.com * <-- Re-enter new email
Phone	888-888-8888	888-888-8888 *
Mailing Address Line 1	611 Walker St.	611 Walker St. *
Mailing Address Line 2		
City	Houston	Houston *
State	TX	TX *
Zipcode	77002	77002 *
Company/Org. Name		

Save New Values

Creating New Application - New Project

HOUSTON PRESERVATION TRACKER
| Planning and Development | City of Houston |

User: JOHN DOE Applicant HOME CHANGE PASSWORD LOGOUT

User ▸ Applications ▸ Help ▸

Welcome to Historic Preservation Tracker (HPT).
Preservation Tracker allows historic property owners (or their agents) to submit Certificate of Appropriateness (COA) applications. Once created, an application can be EITHER submitted immediately with supporting documents, OR saved as a Draft for later editing; The review process begins when the below conditions are met.

Application Review Requirements:

- Complete submitted application
- **Proof of payment** (email historicpreservation@houston.tx.gov after submission)
- **Proof of public notice sign** (email historicpreservation@houston.tx.gov after submission)

Create New Application

Start your COA application by clicking on this button.



HOUSTON PRESERVATION TRACKER
| Planning and Development | City of Houston |

User: JOHN DOE Applicant HOME CHANGE PASSWORD LOGOUT

User ▸ Applications ▸ Help ▸

New Application Cancel

Are you :

revising an approved Certificate Of Appropriateness (COA) that is not expired yet;
OR
renewing an approved COA that has expired;
OR
resubmitting a previously denied application?

☐ Yes
☒ **No. This is a New Project.**

Select "No. This is a New Project"



User Guide

New Application - New Project continued

All the information entered in Step 1 through 4 are kept in the page and will be lost if you don't save the information on Step 5 or move to another page.
If the application information is saved we say the application is in the DRAFT mode. That means it has not been submitted yet and you can change the information before it is submitted.

HPT keeps DRAFT applications for 30 days and may remove them from the system if not submitted.

Please DO NOT use the browser back button. Use the Back button provided within HPT to go back to previous steps.

Once the application is saved on step 5, you can change application information in step 7.

Step 1 of 7.

Each application must have an owner, and the owner must be registered before you can advance to the next step.

The screenshot shows the 'HOUSTON PRESERVATION TRACKER' header with a city skyline background. Below the header is a navigation bar with 'User: JOHN DOE', a dropdown menu set to 'Applicant', and links for 'HOME', 'CHANGE PASSWORD', and 'LOGOUT'. A secondary navigation bar contains 'User', 'Applications', and 'Help'. The main content area is titled 'New Application' and lists seven steps: 'Step 1. Owner & Agent Information' (highlighted), 'Step 2. Property Address & Description', 'Step 3. Property Designation', 'Step 4. Application Type', 'Step 5. Project Description', 'Step 6. Upload Documents', and 'Step 7. Review/Edit and Submit'. A 'Cancel' button is in the top right. Below the steps is a 'Submittal Type : New Project' field. Two radio buttons are present: 'I am the property owner' (selected) and 'I am the property owner's agent'. A 'Continue' button is at the bottom.

User Guide

Application – New Project continued

If you are the historic property owner:

- Select “I am the property owner” option.
- You may associate another registered person as your agent to the application.
- The agent will have the same rights as you do and will be automatically authorized to act on your behalf regarding this application.
- If you decide to have an agent select “Yes” and enter your agent’s email address and Click on the “Get Agent Information button. Note that the agent must be registered before being associated to the application. Click on Continue button to go to Step 2.

HOUSTON PRESERVATION TRACKER
[Planning and Development | City of Houston]

User: JOHN DOE | Applicant | HOME | CHANGE PASSWORD | LOGOUT

User ▸ Applications ▸ Help ▸

New Application

Step 1. Owner & Agent Information
Step 2. Property Address & Description
Step 3. Property Designation
Step 4. Application Type
Step 5. Project Description
Step 6. Upload Documents
Step 7. Review/Edit and Submit

Submittal Type : New Project

☒ I am the property owner
☐ I am the property owner's agent

Do you wish to have a representative act as your agent?
☒ Yes
☐ No

Agent Email:

	Owner	Agent
Name :	John Doe	
Phone :	888-888-8888	
Email Address :	a@b.com	
Mailing Address :	611 Walker St., Houston, TX 77002	

User Guide

New Application - New Project Continued

If you are to be the agent of a historic property owner:

- Select "I am the property owner's agent" option.
- You must provide the owner's email address and click on the "Get Owner Information" button. This action will find the user account associated with that email address and shows the user (owner) information under the "Owner" column.
- Click on Continue button when you are finished.

HOUSTON PRESERVATION TRACKER
Planning and Development | City of Houston

User: JOHN DOE Applicant HOME CHANGE PASSWORD LOGOUT

User Applications Help

New Application

Step 1. Owner & Agent Information
Step 2. Property Address & Description
Step 3. Property Designation
Step 4. Application Type
Step 5. Project Description
Step 6. Upload Documents
Step 7. Review/Edit and Submit

Submittal Type : New Project

☐ I am the property owner
☒ I am the property owner's agent

Owner Email: Get Owner Information

	Owner	Agent
Name :		John Doe
Phone :		888-888-8888
Email Address :		a@b.com
Mailing Address :		611 Walker St., Houston, TX 77002

Continue

User Guide

New Application - New Project continued

Step 2 of 7.

- Enter the historic property address and physical description here.
- The system may show the addresses of the previous applications you may have submitted before. If you find the address in the list you can select it and it will set the corresponding address entry fields automatically.
- Click on Continue button.

The screenshot shows the 'HOUSTON PRESERVATION TRACKER' interface. The user is logged in as 'JOHN DOE' and is on the 'Applicant' page. The navigation bar includes 'HOME', 'CHANGE PASSWORD', and 'LOGOUT'. The main heading is 'New Application'. On the left, a list of steps shows 'Step 2. Property Address & Description' as the current step. Below this, a gray box displays 'Submittal Type : New Project' and 'Owner : John Doe'. The form fields include: 'Street Number', 'Prefix', 'Street Name', 'Suffix', 'Street Type', 'Apt/Suite/Unit', 'City' (set to Houston), 'State' (set to TX), 'Zip Code', 'County' (set to Harris), 'Property Tax ID Number', 'Subdivision Name', 'Lot/Tract Number', and 'Block Number'. A 'Continue' button is at the bottom. A 'Back' button is on the right. A 'Cancel' button is at the top right. Three red callout boxes provide instructions: one points to the gray box, another points to the 'Back' button, and a third points to the 'Continue' button.

HOUSTON PRESERVATION TRACKER

User: JOHN DOE | Applicant | HOME | CHANGE PASSWORD | LOGOUT

User ▸ Applications ▸ Help ▸

New Application

Step 1. Owner & Agent Information
Step 2. Property Address & Description
Step 3. Property Designation
Step 4. Application Type
Step 5. Project Description
Step 6. Upload Documents
Step 7. Review/Edit and Submit

Submittal Type : New Project
Owner : John Doe

* Street Number :
Prefix :
* Street Name :
Suffix :
* Street Type :
Apt/Suite/Unit :
* City : Houston
* State : TX
* Zip Code :
* County : Harris
* Property Tax ID Number : ?
Subdivision Name :
Lot/Tract Number :
Block Number :

Continue

Back

Cancel

The gray area shows the information entered in previous steps.

Use the Back button to go back to the previous step.
DO NOT USE THE BROWSER BACK BUTTON.

Click on Continue button to go to the next step.

Continue ...

User Guide

New Application - New Project continued

Step 3 of 7.

Enter historic property designation.

- Select the Historic District name from the dropdown list [1] and select the Building Classification [1.1] if your property is in one.
- Checkmark [2] and enter the Site Name [2.1] if the property is a landmark and/or it is an archaeological site.
- Click on Continue button [3] to go to the next step.

HOUSTON PRESERVATION TRACKER

User: JOHN DOE | Applicant | HOME | CHANGE PASSWORD | LOGOUT

User ▸ Applications ▸ Help ▸

New Application

Step 1. Owner & Agent Information
Step 2. Property Address & Description
Step 3. Property Designation
Step 4. Application Type
Step 5. Project Description
Step 6. Upload Documents
Step 7. Review/Edit and Submit

Submittal Type : New Project
Owner : John Doe
Property Address : 1234 N Main St
Property Description : Lot 5, Block 17, My Example

Historic District Name: Main Street/Market Square [1]

* Building Classification:
Don't know your building classification?

Please check all that apply:

☒ Landmark (LM) [2]
☐ Protected Landmark (PLM)
☐ Archaeological Site (AS)

*Site Name: [2.1]

Continue [3]

Cancel
Back

Continue ...

User Guide

New Application - New Project continued

Step 4 of 7.

Entering application type information.

- If your project involves multiple types, you must submit a separate application for each type.

The screenshot shows the 'HOUSTON PRESERVATION TRACKER' web application. The header includes the title, 'Planning and Development | City of Houston', and user information 'User: JOHN DOE' with a dropdown menu set to 'Applicant'. Navigation links for 'HOME', 'CHANGE PASSWORD', and 'LOGOUT' are present. A breadcrumb trail shows 'User > Applications > Help >'. The main heading is 'New Application'. A progress list on the left shows steps 1 through 7, with 'Step 4. Application Type' highlighted. To the right of the list are 'Cancel' and 'Back' buttons. Below the list is a summary table of the application details:

Submittal Type :	New Project
Owner :	John Doe
Property Address :	1234 N Main St
Property Description :	Lot 5, Block 17, My Example
Designation :	Main Street Market Square [Non-Contributing]
Site Name [Type] :	First Main House [LM]

Below the table, a note states: 'If your project involves multiple types, you must submit a separate application for each type.' The 'Application Type' section has a label '*Application Type :' followed by a list of radio button options: 'New Construction', 'Alteration', 'Relocation', 'Demolition', and 'Excavation'. A red callout bubble points to these options with the text: 'Select one that applies to your Project. Depending on what option you select, there might need to provide more information.'

Continue ...

User Guide

New Application - New Project continued

If your project involves multiple types, you must submit a separate application for each type.

***Application Type :**

- ☐ New Construction
- ☒ Alteration
- ☐ Relocation
- ☐ Demolition
- ☐ Excavation

For information on application fee, click [here](#).

For information on application notice signs, click [here](#).

***Application Subtype :** Check all that apply.

- ☐ Addition
- ☐ Foundation
- ☐ Siding or Trim
- ☐ Doors
- ☐ Windows
- ☐ Porch or Balcony
- ☐ Chimney
- ☐ Roof
- ☐ Sign
- ☐ Storefront
- ☐ Awning or Canopy
- ☐ Ramp
- ☐ Equipment, solar panels, antennas
- ☐ Other (explain in written description)

Select the Application Subtypes that apply to your Alteration project.

If your project involves multiple types, you must submit a separate application for each type.

***Application Type :**

- ☐ New Construction
- ☐ Alteration
- ☒ Relocation
- ☐ Demolition
- ☐ Excavation

For information on application fee, click [here](#).

For information on application notice signs, click [here](#).

***Application Criteria :** Check only one.

- ☐ On its current property
- ☐ Onto a different property

Select only one option as Application Criteria that applies to your Relocation project.

Continue ...

User Guide

New Application - New Project continued

If your project involves multiple types, you must submit a separate application for each type.

***Application Type :**

- ☐ New Construction
- ☐ Alteration
- ☐ Relocation
- ☒ Demolition
- ☐ Excavation

For information on application fee, click [here](#).

For information on application notice signs, click [here](#).

***Application Criteria :** Check all that apply.

- ☐ Unreasonable economic hardship
- ☐ Unusual or compelling circumstance

Select all that apply as
Application Criteria to
your Demolition project.

Note: There is no Application Subtype or Application Criteria for New Construction or Excavation application types.

***Building Type :**

- ☐ Single Family Residential
- ☐ Multi-Family Residential
- ☐ Commercial Building
- ☐ Mixed Use Building
- ☐ Institutional Building
- ☐ Garage or Carport
- ☐ Accessory Building
- ☐ Archaeological Site
- ☐ Other (explain in Step 5)

Continue

Select the Building Type
that applies to your
project and click on the
Continue button.

Continue ...

User Guide

New Application - New Project
Continued

Step 5 of 7.

Entering detailed project description and saving the application.

The screenshot shows the 'New Application' form in the Houston Preservation Tracker. The form is titled 'New Application' and lists seven steps. Step 5, 'Project Description', is the current step. The form contains a table of application details and a large text area for the project description.

Submittal Type :	New Project
Owner :	John Doe
Property Address :	1234 N Main St
Property Description :	Lot 5, Block 17, My Example
Designation :	Main Street Market Square [Non-Contributing]
Site Name [Type] :	First Main House [LM]
Application Type :	Alteration
Application Subtype :	Siding or Trim, Windows
Building Type :	Single Family Residential

Project Description :

Note: All the information entered so far is not saved until you click on the Save button below.

Save

Continue ...

User Guide

New Application - New Project Continued

- Application is now **saved** but not submitted yet.
(We say application is in Draft mode.)
- The next step is to add/upload supporting document(s).
- A minimum of one supporting document is needed to submit the application.
- You can change the information (except the owner and the Submittal Type) after adding supporting document(s) in Step 7.



HOUSTON PRESERVATION TRACKER
Planning and Development | City of Houston |

User: JOHN DOE | Applicant | HOME | CHANGE PASSWORD | LOGOUT

User ▸ Applications ▸ Help ▸

New Application

Submittal Type :	New Project
Owner :	John Doe
Property Address :	1234 N Main St
Property Description :	Lot 5, Block 17, My Example
Designation :	Main Street Market Square [Non-Contributing]
Site Name [Type] :	First Main House [LM]
Application Type :	Alteration
Application Subtype :	Siding or Trim, Windows
Building Type :	Single Family Residential
Project Description :	A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.A

Your entries have been saved but your application is not complete until you upload all supporting documents (such as photos or drawings) (Step 6) and submit the application (Step 7). You cannot make any changes to your application once it has been submitted.

You may **continue** to upload documents now, or you may **exit** and return later to finish your application. If you exit before submittal, your draft application will be available on your

Exit the application and upload supporting document(s) later.

Continue to upload supporting document(s).

Exit | Continue

Continue ...

User Guide

New Application - New Project
Continued

Step 6 of 7.

Uploading supporting document(s).

The screenshot shows the 'HOUSTON PRESERVATION TRACKER' interface. At the top, it says 'User: JOHN DOE' and 'Applicant'. The navigation bar includes 'HOME', 'CHANGE PASSWORD', and 'LOGOUT'. The main heading is 'New Application'. A list of steps is on the left, with 'Step 6. Upload Documents' highlighted. Below this, 'Application Information:' is shown with a progress bar indicating the current stage: Draft (selected), Submitted, Planner Assigned, Complete/In Review, Recommendation, and Final Action. The application details include: Application No., Property Address (1234 N Main St), Submittal Type (New Project), Status (Draft), Historic District (Main Street Market Square [Non-Contributing]), Site Name [Type] (First Main House [LM]), Application Type (Alteration [Siding or Trim, Windows]), Building Type (Single Family Residential), Project Description (A full description of your project goes here...), Owner (John Doe 888-888-8888 a@b.com 611 Walker St., Houston, TX 77002), and Agent. A red callout box with the text '1. Click to show uploading block.' points to the '+ Click here to upload document' button. Below the application details, a message states: 'You can edit and change application entries in the Draft step (Step 7). Minimum of one supporting document is required.' A box labeled 'Current Supporting Documents:' shows 'No document was found!'. At the bottom, there are two buttons: '+ Click here to upload document' and 'Continue to Review, Edit, and Submit'.

HOUSTON PRESERVATION TRACKER

User: JOHN DOE Applicant HOME CHANGE PASSWORD LOGOUT

User Applications Help

New Application

Step 1. Owner & Agent Information
Step 2. Property Address & Description
Step 3. Property Designation
Step 4. Application Type
Step 5. Project Description
Step 6. Upload Documents
Step 7. Review/Edit and Submit

Application Information:

Draft Submitted Planner Assigned Complete/In Review Recommendation Final Action

Application No. :
Property Address : 1234 N Main St
Submittal Type : New Project
Status : Draft
Historic District : Main Street Market Square [Non-Contributing]
Site Name [Type] : First Main House [LM]
Application Type : Alteration [Siding or Trim, Windows]
Building Type : Single Family Residential
Project Description : A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.A
Owner : John Doe 888-888-8888 a@b.com 611 Walker St., Houston, TX 77002
Agent :

1. Click to show uploading block.

You can edit and change application entries in the Draft step (Step 7).
Minimum of one supporting document is required.

Current Supporting Documents:
No document was found!

+ Click here to upload document

Continue to Review, Edit, and Submit

Continue ...

User Guide

New Application - New Project Continued

You can edit and change application entries in the next step (Step 7).
Minimum of one supporting document is required.

Current Supporting Documents:

No document was found!

- Collapse Uploading Section

*Document Type : Drawings

Short Description : Optional

Only files with .pdf, .jpg, .jpeg, .doc, .docx, .rtf, .txt, .xls, and .xlsx extensions are allowed.

Browse...

Upload

2. Select a document type

3. Click to browse and find the document(s)

4. Upload



You can edit and change application entries in the next step (Step 7).

Current Supporting Documents:

	Doc. ID	Document Name	Document Type	Description	Date Added	
Edit	1064	testdoc2.pdf	Photo	Picture from north east corner of the house	07/12/18	Delete

+ Click here to upload document

Continue to Review, Edit, and Submit

To change document type and/or document description.

Click here to go to Step 7 where you can review and change application data and documents.

You can delete the uploaded document before the application is submitted.

You need to contact the Historic Preservation Office if you want to change something after the application is submitted.

User Guide

New Application - New Project
Continued

Step 7 of 7.

Review, Edit, and Submit.

New Application

- Step 1. Owner & Agent Information
- Step 2. Property Address & Description
- Step 3. Property Designation
- Step 4. Application Type
- Step 5. Project Description
- Step 6. Upload Documents
- Step 7. Review, Edit, and Submit**

Please verify all information is correct and you have uploaded all documents. Once you submit, no further edits can be made through Preservation Tracker. If changes are needed, please contact Historic Preservation Office (HPO) for assistance. Please provide email and phone number.

Doc. ID	Document Name	Document Type	Description	Date Added
1064	testdoc2.pdf	Photo	Picture from north east corner of the house	07/12/18

Submit

Submits the application.

HOUSTON PRESERVATION TRACKER

The City of Houston
Official Site for Houston, Texas

Planning and Development | City of Houston

User: JOHN DOE | Applicant | HOME | CHANGE PASSWORD | LOGOUT

User ▸ Applications ▸ Help ▸

Welcome to Historic Preservation Tracker (HPT),
Preservation Tracker allows historic property owners (or their agents) to submit Certificate of Appropriateness (COA) applications.
Once created, an application can be EITHER submitted immediately with supporting documents, OR saved as a Draft for later editing;
The review process begins when the below conditions are met.

Application Review Requirements:

- Complete submitted application
- [Proof of payment](#) (email historicpreservation@houston.tx.gov after submission)
- [Proof of public notice sign](#) (email historicpreservation@houston.tx.gov after submission)

Create New Application

Continue with Draft

1. Sign in.
2. Click on “Continue with Draft”

Page / 24

New Application

Step 1. Owner & Agent Information

Step 2. Property Address & Description

Step 3. Property Designation

Step 4. Application Type

Step 5. Project Description

Step 6. Upload Documents

Step 7. Review, Edit, and Submit

1. Access your Draft application and click on the Edit button.

Please verify all information is correct and you have uploaded all documents. Once you submit, no further edits can be made through Preservation Tracker. If changes are needed, please contact Historic Preservation Office (HPO) for assistance. Please provide email and phone number.

Edit

City of Houston – Planning & Development Department – Historic Preservation Division

Agent Address Designation Application Type Description Documents

Draft Submitted Planner Assigned Complete/In Review Recommendation Final Action

Application No. :
Property Address : 1234 N Main St
Submission Type : New Project
Status : Draft
Historic District : Main Street Market Square [Non-Contributing]
Site Name [Type] : First Main House [LM]
Application Type : Alteration [Siding or Trim, Windows]
Building Type : Single Family Residential
Project Description : A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.
Owner : John Doe 888-888-8888 a@b.com 611 Walker St., Houston, TX 77002
Agent :

Enter new agent email : a@b.com Find Agent

Agent Name : Peter Falk
Phone : 808-777-1234
Email : peter.falk@abc.com
Mailing Address : 1234, Houston, TX 77002

Update

Done Editing

Agent	Address	Designation	Application Type	Description	Documents														
	1	<div style="display: flex; justify-content: space-around;"> <input checked="" type="radio"/> Draft <input type="radio"/> Submitted <input type="radio"/> Planner Assigned <input type="radio"/> Complete/In Review <input type="radio"/> Recommendation <input type="radio"/> Final Action </div>																	
<p>Application No. :</p> <p>Property Address : 1234 N Main St</p> <p>Submittal Type : New Project</p> <p>Status : Draft</p> <p>Historic District : Main Street Market Square [Non-Contributing]</p> <p>Site Name [Type] : First Main House [LM]</p> <p>Application Type : Alteration [Siding or Trim, Windows]</p> <p>Building Type : Single Family Residential</p> <p>Project Description : A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.</p> <p>Owner : John Doe 888-888-8888 a@b.com 611 Walker St., Houston, TX 77002</p> <p>Agent :</p>																			
<p>The following list includes property addresses that above owner has applied for COA in the past. Select one of the properties to populate the address information below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th></th> <th>Property Address</th> <th>County</th> <th>Tax ID No.</th> <th>Subdivision</th> <th>Lot</th> <th>Block</th> </tr> </thead> <tbody> <tr> <td style="background-color: yellow;">Select</td> <td>1357 S Main St</td> <td>Harris</td> <td>1231231231231</td> <td>Main Park</td> <td>15</td> <td>1</td> </tr> </tbody> </table>							Property Address	County	Tax ID No.	Subdivision	Lot	Block	Select	1357 S Main St	Harris	1231231231231	Main Park	15	1
	Property Address	County	Tax ID No.	Subdivision	Lot	Block													
Select	1357 S Main St	Harris	1231231231231	Main Park	15	1													
<div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <ul style="list-style-type: none"> * Street Number : <input style="width: 100%;" type="text" value="1234"/> Prefix : <input style="width: 100%;" type="text" value="N"/> * Street Name : <input style="width: 100%;" type="text" value="Main"/> Suffix : <input style="width: 100%;" type="text" value=""/> * Street Type : <input style="width: 100%;" type="text" value="Street"/> Apt/Suite/Unit: <input style="width: 100%;" type="text" value=""/> * City : <input style="width: 100%;" type="text" value="Houston"/> * State : <input style="width: 100%;" type="text" value="TX"/> * Zip Code : <input style="width: 100%;" type="text" value="77002"/> * County : <input style="width: 100%;" type="text" value="Harris"/> * Property Tax ID Number : <input style="width: 100%;" type="text" value="1111222233334"/> ? Subdivision Name : <input style="width: 100%;" type="text" value="My Example"/> Lot/Tract Number : <input style="width: 100%;" type="text" value="5"/> Block Number : <input style="width: 100%;" type="text" value="17"/> </div> <div style="width: 25%; font-size: 3em; line-height: 1; padding-top: 10px;">}</div> </div> <div style="position: absolute; top: 50px; right: 50px; border: 2px solid red; border-radius: 15px; padding: 10px; width: fit-content;"> 2. Enter your updates </div> </div>																			
Update 3																			

Agent	Address	Designation	Application Type	Description	Documents
<p>Application No. :</p> <p>Property Address : 1234 N Main St</p> <p>Submittal Type : New Project</p> <p>Status : Draft</p> <p>Historic District : Main Street Market Square [Non-Contributing]</p> <p>Site Name [Type] : First Main House [LM]</p> <p>Application Type : Alteration [Siding or Trim, Windows]</p> <p>Building Type : Single Family Residential</p> <p>Project Description : A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.</p> <p>Owner : John Doe 888-888-8888 a@b.com 611 Walker St., Houston, TX 77002</p> <p>Agent :</p>					

Historic District Name:

Main Street Market Square

▼

☐ Contributing (includes potentially contributing)
 ☒ Non-Contributing
 ☐ Vacant Site

Please check all that apply:

☒ Landmark (LM)
 ☐ Protected Landmark (PLM)
 ☐ Archaeological Site (AS)

• Site Name:

First Main House

Update

Done Editing

Agent	Address	Designation	Application Type	Description	Documents
-------	---------	-------------	------------------	-------------	-----------

DraftSubmittedPlanner AssignedComplete/In ReviewRecommendationFinal Action

1

4

Application No. :

Property Address : 1234 N Main St

Submittal Type : New Project

Status : Draft

Historic District : Main Street Market Square [Non-Contributing]

Site Name [Type] : First Main House [LM]

Application Type : Alteration [Siding or Trim, Windows]

Building Type : Single Family Residential

Project Description :

A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.

Owner : John Doe 888-888-8888 a@b.com 611 Walker St., Houston, TX 77002

Agent :

If your project involves multiple types, you must submit a separate application for each type.

• Application Type :

☐ New Construction

☒ Alteration

☐ Relocation

☐ Demolition

☐ Excavation

For information on application fee, click [here](#).

For information on application notice signs, click [here](#).

• Application Subtype : Check all that apply.

☐ Addition

☐ Foundation

☒ Siding or Trim

☐ Doors

☒ Windows

☐ Porch or Balcony

☐ Chimney

☐ Roof

☐ Sign

☐ Storefront

☐ Awning or Canopy

☐ Ramp

☐ Equipment, solar panels, antennas

☐ Other (explain in written description)

• Building Type :

☒ Single Family Residential

☐ Multi-Family Residential

☐ Commercial Building

☐ Mixed Use Building

☐ Institutional Building

☐ Garage or Carport

☐ Accessory Building

☐ Archaeological Site

☐ Other (explain in Step 5)

2. Enter your updates.

Update

3

User Guide

Changing Project Description

Done Editing

Agent	Address	Designation	Application Type	Description	Documents
-------	---------	-------------	------------------	-------------	-----------

Draft Submitted Planner Assigned Complete/In Review Recommendation Final Action

Application No. :
Property Address : 1234 N Main St
Submittal Type : New Project
Status : Draft
Historic District : Main Street Market Square [Non-Contributing]
Site Name [Type] : First Main House [LM]
Application Type : Alteration [Siding or Trim, Windows]
Building Type : Single Family Residential
Project Description : A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.
Owner : John Doe 888-888-8888 a@b.com 611 Walker St., Houston, TX 77002
Agent :

Project Description :
A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.A full description of your project goes here.

2. Modify project description here.

Update

Done Editing

HPT allows you to copy documents from your previous submitted application(s) if the property addresses (Street number and Street Name) are the same as the current application property address.

Only the documents with the following file extensions can be uploaded:

- .pdf
- .jpg
- .jpeg
- .doc
- .docx
- .rtf
- .txt
- .xls
- .xlsx

User Guide

Creating New Application - Resubmitting Previously Denied COA Application

HOUSTON PRESERVATION TRACKER
Planning and Development | City of Houston |

User: JOHN DOE Applicant HOME CHANGE PASSWORD LOGOUT

User ▸ Applications ▸ Help ▸

Welcome to Historic Preservation Tracker (HPT),
Preservation Tracker allows historic property owners (or their agents) to submit Certificate of Appropriateness (COA) applications.
Once created, an application can be EITHER submitted immediately with supporting documents, OR saved as a Draft for later editing;
The review process begins when the below conditions are met.

Application Review Requirements:

- Complete submitted application
- [Proof of payment](#) (email historicpreservation@houstontx.gov after submission)
- [Proof of public notice sign](#) (email historicpreservation@houstontx.gov after submission)

[Create New Application](#)

Start your COA application by clicking on this button.



HOUSTON PRESERVATION TRACKER
Planning and Development | City of Houston |

User: JOHN DOE Applicant HOME CHANGE PASSWORD LOGOUT

User ▸ Applications ▸ Help ▸

New Application [Cancel](#)

Are you :

revising an approved Certificate Of Appropriateness (COA) that is not expired yet;
OR
renewing an approved COA that has expired;
OR
resubmitting a previously denied application?

☒ Yes ☐ No. This is a New Project.

Select Yes.

Continue ...

User Guide

The screenshot shows the 'HOUSTON PRESERVATION TRACKER' header with a city skyline background. Below the header is a navigation bar with 'User: JOHN DOE', a dropdown menu set to 'Applicant', and links for 'HOME', 'CHANGE PASSWORD', and 'LOGOUT'. A secondary navigation bar contains 'User', 'Applications', and 'Help'. The main content area is titled 'New Application' and includes 'Cancel' and 'Back' buttons. A red box labeled '1' points to the 'Enter the property address:' section. This section contains two input fields: 'Street Number' and 'Street Name'. A red box labeled '2. street name only' points to the 'Street Name' field. Below the address fields are three radio button options: 'Revising an approved Certificate Of Appropriateness (COA) that is not expired yet', 'Renewing an approved COA that has expired', and 'Resubmitting a previously denied application'. A red box labeled '3. Select Resubmitting ...' points to the 'Resubmitting' option.



HPT will show the list of applications that were denied in the past for the similar given address.

If the list doesn't show the application you are looking for you can create a new application for a new project instead and explain your intension in the Project Description.

4. Select the one that you want to resubmit. A new application is created for you automatically and some information is copied over from the denied application to your newly created one.

5. You are directed to enter the owner/agent information.

6. Enter project description and save.

7. Upload supporting documents.

User Guide

Creating New Application - Renewing Expired COA Application

HOUSTON PRESERVATION TRACKER
| Planning and Development | City of Houston |

User: JOHN DOE Applicant HOME CHANGE PASSWORD LOGOUT

User > Applications > Help >

Welcome to Historic Preservation Tracker (HPT),
Preservation Tracker allows historic property owners (or their agents) to submit Certificate of Appropriateness (COA) applications.
Once created, an application can be EITHER submitted immediately with supporting documents, OR saved as a Draft for later editing;
The review process begins when the below conditions are met.

Application Review Requirements:

- Complete submitted application
- **Proof of payment** (email historicpreservation@houstontx.gov after submission)
- **Proof of public notice sign** (email historicpreservation@houstontx.gov after submission)

Create New Application

Start your COA application by clicking on this button.



HOUSTON PRESERVATION TRACKER
| Planning and Development | City of Houston |

User: JOHN DOE Applicant HOME CHANGE PASSWORD LOGOUT

User > Applications > Help >

New Application Cancel

Are you :

revising an approved Certificate Of Appropriateness (COA) that is not expired yet;
OR
renewing an approved COA that has expired;
OR
resubmitting a previously denied application?

☒ **Yes** ☐ **No. This is a New Project.**

Select Yes

Continue ...

User Guide

The screenshot shows the 'HOUSTON PRESERVATION TRACKER' interface. The header includes the user name 'JOHN DOE', a dropdown menu set to 'Applicant', and links for 'HOME', 'CHANGE PASSWORD', and 'LOGOUT'. Below the header is a navigation bar with 'User', 'Applications', and 'Help' links. The main section is titled 'New Application' and contains a form for entering property address. The form has two input fields: 'Street Number' and 'Street Name'. Below these fields are three radio button options: 'Revising', 'Renewing', and 'Resubmitting'. A large red arrow points from the 'Renewing' option to a red-bordered box containing the text '3. Select Renewing ...'. Other callouts include a red box with '1' pointing to the 'Street Number' field, and a red box with '2. street name only' pointing to the 'Street Name' field. There are 'Cancel' and 'Back' buttons on the right side of the form.

HOUSTON PRESERVATION TRACKER
| Planning and Development | City of Houston |

User: JOHN DOE Applicant HOME CHANGE PASSWORD LOGOUT

User ▸ Applications ▸ Help ▸

New Application

1

2. street name only

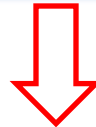
Enter the property address:

Street Number: Street Name:

☐ **Revising** an approved Certificate Of Appropriateness (COA) that is not expired yet
☐ **Renewing** an approved COA that has expired
☐ **Resubmitting** a previously denied application

3. Select Renewing ...

Cancel
Back



HPT will show the list of **APPROVED** with **EXPIRED** COA applications for the similar given address. COAs expire two years after the date they are issued.

If the list doesn't show the application you are looking for you can create a new application for a new project instead and leave an explanation in the Project Description.

4. Select the one that you want to renew. A new application is created for you automatically and some information is copied from the selected application to your newly created one.

5. You are directed to enter the owner/agent information.

6. Upload supporting documents.

7. Submit the application.

User Guide

Creating New Application - Revising Approved and Not-Expired COA Application

HOUSTON PRESERVATION TRACKER
| Planning and Development | City of Houston |

User: JOHN DOE | Applicant | HOME | CHANGE PASSWORD | LOGOUT

User > Applications > Help >

Welcome to Historic Preservation Tracker (HPT).
Preservation Tracker allows historic property owners (or their agents) to submit Certificate of Appropriateness (COA) applications. Once created, an application can be EITHER submitted immediately with supporting documents, OR saved as a Draft for later editing; The review process begins when the below conditions are met.

Application Review Requirements:

- Complete submitted application
- [Proof of payment](#) (email historicpreservation@houstontx.gov after submission)
- [Proof of public notice sign](#) (email historicpreservation@houstontx.gov after submission)

[Create New Application](#)

Start your COA application by clicking on this button.



HOUSTON PRESERVATION TRACKER
| Planning and Development | City of Houston |

User: JOHN DOE | Applicant | HOME | CHANGE PASSWORD | LOGOUT

User > Applications > Help >

New Application [Cancel](#)

Are you :

revising an approved Certificate Of Appropriateness (COA) that is not expired yet;
OR
renewing an approved COA that has expired;
OR
resubmitting a previously denied application?

☒ **Yes** ☐ **No. This is a New Project.**

Select Yes

Continue ...

User Guide

The screenshot shows the 'New Application' page of the Houston Preservation Tracker. At the top, the header includes 'HOUSTON PRESERVATION TRACKER' and 'Planning and Development | City of Houston'. Below this is a navigation bar with 'User: JOHN DOE', a dropdown menu set to 'Applicant', and links for 'HOME', 'CHANGE PASSWORD', and 'LOGOUT'. A secondary navigation bar contains 'User', 'Applications', and 'Help'. The main content area is titled 'New Application' and features a 'Cancel' button. Below the title, a red box labeled '1' points to the 'Enter the property address:' section. This section contains two input fields: 'Street Number:' and 'Street Name:'. A red box labeled '2. street name only' points to the 'Street Name:' field. Below these fields, a red box labeled '3. Select Revising ...' points to a list of radio button options: 'Revising an approved Certificate Of Appropriateness (COA) that is not expired yet', 'Renewing an approved COA that has expired', and 'Resubmitting a previously denied application'. A 'Back' button is also visible.



HPT will show the list of **APPROVED** but **NOT EXPIRED** COA applications for the similar given address. COAs expire two years after the date they are issued.

If the list doesn't show the application you are looking for you can create a new application for a new project instead and leave an explanation in the Project Description.

4. Select the one that you want to revise. A new application is created for you automatically and some information is copied from the selected application to your newly created one.

5. You are directed to enter the owner/agent information.

6. Enter revised project description.

7. Upload supporting documents

8. Submit the application.

Authorization

- The owner of a historic property can apply for a COA either himself / herself, or have an agent to do it for him / her.
- If you are the owner applying for a COA (creating a COA application) you can complete and submit the application without having an agent. Having agent is optional for the owner of the property subject of the COA application.

The agent can be any person who is not the owner of the subject property in the COA application.

- If you are the agent applying for a COA then the owner of the subject property must sign in and authorize you as his/her agent before you can submit the application.
- If the owner signs in and submits the application then the authorization is done automatically.

User Guide

You are the agent

As the agent, you will get the following message in the red area when you create and save a COA application on behalf of an owner.

HOUSTON PRESERVATION TRACKER
Planning and Development | City of Houston |

User: PETER S. FALK Applicant ▾ HOME | CHANGE PASSWORD | LOGOUT

User ▸ Applications ▸ Help ▸

Welcome to Historic Preservation Tracker (HPT),
Preservation Tracker allows historic property owners (or their agents) to submit Certificate of Appropriateness (COA) applications. Once created, an application can be EITHER submitted immediately with supporting documents, OR saved as a Draft for later editing; The review process begins when the below conditions are met.

Application Review Requirements:

- Complete submitted application
- [Proof of payment](#) (email historicpreservation@houston.tx.gov after submission)
- [Proof of public notice sign](#) (email historicpreservation@houston.tx.gov after submission)

You have one or more applications awaiting owner agent-authorization. Click [here](#) to see the list.

Create New Application

Continue with Draft

1. Click on 'here' link

You will get a list of the applications where their property owners must sign in and authorize you as their agent for these applications. You cannot submit these applications without their authorization.

HOUSTON PRESERVATION TRACKER
Planning and Development | City of Houston |

User: PETER S. FALK Applicant ▾ HOME | CHANGE PASSWORD | LOGOUT

User ▸ Applications ▸ Help ▸

Applications Awaiting Owner Authorization

2. You can send a reminder message to the owner by clicking the envelope icon.

Back

- Any application which has an agent must get owner authorization before it can be submitted.
- Application review process starts only when the application is submitted.

	Owner	Property Address	Application Type	Subtype(s)	Description	Date Draft Created
	John Doe	1357 S Main St	Alteration	Windows or Doors, Chimney, Roof	Here is another test where applicant is the agent of the owner.	06/20/2018

User Guide

You are the owner

As the owner, you may get the following message in the red area if your agent has created an application on your behalf. Your agent cannot submit the application without your authorization.

HOUSTON PRESERVATION TRACKER
Planning and Development | City of Houston |

User: JOHN DOE | Applicant | HOME | CHANGE PASSWORD | LOGOUT

User ▸ Applications ▸ Help ▸

Welcome to Historic Preservation Tracker (HPT),
Preservation Tracker allows historic property owners (or their agents) to submit Certificate of Appropriateness (COA) applications.
Once created, an application can be EITHER submitted immediately with supporting documents, OR saved as a Draft for later editing;
The review process begins when the below conditions are met.

Application Review Requirements:

- Complete submitted application
- [Proof of payment](#) (email historicpreservation@houston.tx.gov after submission)
- [Proof of public notice sign](#) (email historicpreservation@houston.tx.gov after submission)

You have one or more applications that require your approval (authorizing your agent). Click [here](#) to see the list.

Create New Application

Continue with Draft

HOUSTON PRESERVATION TRACKER
Planning and Development | City of Houston |

User: JOHN DOE | Applicant | HOME | CHANGE PASSWORD | LOGOUT

User ▸ Applications ▸ Help ▸

Authorizing Agent

2. You can authorize the agent or remove him/her from the application.

Back

- Any application which has an agent must not owner authorization before it can be submitted.
- Application review process starts only when the application is submitted.

	Agent	Property Address	Application Type	Subtype(s)	Description	Date Draft Created
Authorize Remove	Peter S. Falk	1357 S Main St	Alteration	Windows or Doors, Chimney, Roof	Here is another test where applicant is the agent of the owner.	06/20/2018

User Guide

Submitting Draft Applications

If you did not submit your COA application following Step 1 through 7 and left the application after you saved it (Step 5) you can access it later when you sign in again.

1. Click on the 'Home' link

HOUSTON PRESERVATION TRACKER
Planning and Development | City of Houston |

User: JOHN DOE Applicant HOME CHANGE PASSWORD LOGOUT

User ▸ Applications ▸ Help ▸

Welcome to Historic Preservation Tracker (HPT),
Preservation Tracker allows historic property owners (or their agents) to submit Certificate of Appropriateness (COA) applications. Once created, an application can be EITHER submitted immediately with supporting documents, OR saved as a Draft for later editing; The review process begins when the below conditions are met.

Application Review Requirements:

- Complete submitted application
- [Proof of payment](#) (email historicpreservation@houston.tx.gov after submission)
- [Proof of public notice sign](#) (email historicpreservation@houston.tx.gov after submission)

Create New Application

Continue with Draft

2. Click on 'Continue with Draft' button

HOUSTON PRESERVATION TRACKER
Planning and Development | City of Houston |

User: JOHN DOE Applicant HOME CHANGE PASSWORD LOGOUT

User ▸ Applications ▸ Help ▸

Welcome to Historic Preservation Tracker (HPT),
Preservation Tracker allows historic property owners (or their agents) to submit Certificate of Appropriateness (COA) applications. Once created, an application can be EITHER submitted immediately with supporting documents, OR saved as a Draft for later editing; The review process begins when the below conditions are met.

Application Review Requirements:

- Complete submitted application
- [Proof of payment](#) (email historicpreservation@houston.tx.gov after submission)
- [Proof of public notice sign](#) (email historicpreservation@houston.tx.gov after submission)

Create New Application

Continue with Draft

2 applications in DRAFT

	Owner	Agent	Property Address	Application Type	Subtype(s)	Description	Date Draft Created	
Select (0)	John Doe	Peter S. Falk	1357 S Main St	Alteration	Windows or Doors, Chimney, Roof	Here is another test where applicant is the agent of the owner.	06/20/2018	Delete
Select (1)	John Doe		1234 N Main St	Alteration	Siding or Trim, Windows or Doors	The full and detail description of the proposed project plan goes here. We are going to elongate this description to demonstrate the effect on the gridviews	06/12/2018	Delete

3. Click on the 'Select' link. It will take you to Step 6 if no document is uploaded otherwise to Step 7.

User Guide

COA Application Fees

The screenshot shows the HPT homepage. At the top, there's a banner with a city skyline. Below it, the 'PLANNING & DEVELOPMENT DEPARTMENT' logo is on the left. The main content area has a 'CURRENT MESSAGE BOARD' section, a 'PRESERVATION PUBLIC LINKS' section, and an 'HPT LINKS' section. A red callout box points to the 'COA Fee Information' link in the 'PRESERVATION PUBLIC LINKS' section. On the right, there's a 'TO SUBMIT AN APPLICATION, PLEASE SIGN IN:' section with a login form and a 'HAVING TROUBLE?' section.

Click on 'COA Fee Information' link

OR

The screenshot shows the HPT user interface after login. At the top, there's a navigation bar with 'User: JOHN DOE', a dropdown menu set to 'Applicant', and links for 'HOME', 'CHANGE PASSWORD', and 'LOGOUT'. Below the navigation bar, there's a 'Welcome to Historic Preservation Tracker (HPT)' message. The 'Application Review Requirements' section lists three items: 'Complete submitted application', 'Proof of payment (email historicpreservation@houston.tx.gov after submission)', and 'Proof of public notice sign (email historicpreservation@houston.tx.gov after submission)'. A red callout box points to the 'Proof of payment' link. At the bottom, there's a 'Create New Application' button.

Click on 'Proof of payment' link

User Guide

Searching and Viewing Submitted Applications

The screenshot shows the Houston Preservation Tracker website. At the top is a banner with the title "HOUSTON PRESERVATION TRACKER" over a city skyline. Below the banner is a breadcrumb trail: "Home > Planning > Houston Preservation Tracker". The main content area is divided into two columns. The left column features the Planning & Development Department logo, a paragraph about COA applications, and a "CURRENT MESSAGE BOARD" section with three placeholder images. The right column has a "TO SUBMIT AN APPLICATION, PLEASE SIGN IN:" section with fields for Email and Password, a "Remember Me" checkbox, and a "Sign In" button. Below this are links for "Forgot your Password?", "New applicant? Sign Up here", and "Registration Guide". At the bottom, there are three sections: "PRESERVATION PUBLIC LINKS" with links to the office home, commission, meeting schedules, fee information, notice sign information, ordinance, and archived agendas; "HPT LINKS" with links to the current agenda, search COA applications, and application user guide; and "CONNECT WITH P&D" with Facebook and Twitter icons. A red callout box with the text "1. Click on 'Search COA Applications' link" points to the "Search COA Applications" link in the HPT LINKS section. Below the HPT LINKS section is a "GIS PORTAL" section with a "MY CITY HOUSTON MAPS & APPS" logo.

HOUSTON PRESERVATION TRACKER

Home > Planning > Houston Preservation Tracker

PLANNING & DEVELOPMENT DEPARTMENT

All Certificate of Appropriateness (COA) applications will be accepted electronically through Preservation Tracker.

Preservation Tracker allows historic property owners and their agents to submit Certificate of Appropriateness (COA) applications. Applicants and the public will be able to track the progress of COA applications, and view and download HAHC agendas and meeting minutes.

CURRENT MESSAGE BOARD

TO SUBMIT AN APPLICATION, PLEASE SIGN IN:

Email:

Password:

☐ Remember Me

Sign In

[Forgot your Password?](#)

[New applicant? Sign Up here](#)

[Registration Guide](#)

1. Click on 'Search COA Applications' link

PRESERVATION PUBLIC LINKS

- [Historic Preservation Office Home](#)
- [Houston Archaeological and Historical Commission](#)
- [HAHC Meeting Schedules](#)
- [COA Fee Information](#)
- [Notice Sign Information](#)
- [Chapter 33 HP Ordinance \(Municode\)](#)
- [Archived Agendas and Meeting Minutes](#)

HPT LINKS

- [Current Agenda \(pdf\)](#)
- [Search COA Applications](#)
- [Application User Guide](#)

CONNECT WITH P&D

[f](#) [t](#)

GIS PORTAL

MY CITY HOUSTON
MAPS & APPS

HAVING TROUBLE?

Contact us at
preservationtracker_admin@houstontx.gov

The Preservation Tracker website looks and works best when viewed with Microsoft Internet Explorer 8 or higher and a minimum screen resolution of 1024 x 768 screen size (or greater).

Continue ...

User Guide

HOUSTON PRESERVATION TRACKER

| Planning and Development | City of Houston |

[Back to Sign In Page](#)

Search Preservation Tracker Applications

Current review cycle: 2018-07 [Meeting Date 7/12/18]

Review Cycle: **ALL**

Historic District: **ALL**

Street Name:

[Search Applications](#)

E.g.: Enter Main for '123 S Main St'

App No.	Property Address	App Type	App Subtypes	Historic District	App Status	Recommendation	Final Action	Review Cycle
HP2018_0013	825 Bayland St	Alteration	Addition	Woodland Heights	Submitted			2018-07
HP2018_0014	403 Euclid St	Alteration	Siding or Trim	Woodland Heights	Submitted			2018-07
HP2018_0015	403 Westminster Dr	Alteration	Porch or Balcony, Chimney, Roof	Broadacres	Submitted			2018-07
HP2018_0012	360° BZZZT Ave	Relocation	Garage or Carport	Main Street/Market Square	Complete/In Review			2018-06
HP2018_0006	999 ThisIsa N CatNtheHat E Cir No. 360	Excavation	Archaeological Site	Freeland	Submitted			2018-06
HP2018_0008	403 Euclid St	Alteration	Addition, Siding or Trim, Windows or Doors	Norhill	Incomplete			2018-06



HOUSTON PRESERVATION TRACKER

| Planning and Development | City of Houston |

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Application

Application Information:

● Draft
 ● Submitted
 ● Planner Assigned
 ● Complete/In Review
 ● Recommendation
 ● Final Action

Application No. : HP2018_0013
Property Address : 825 Bayland St
Submittal Type : New Project
Status : Submitted
Historic District : Woodland Heights [Contributing]
Site Name [Type] :
Application Type : Alteration [Addition]
Building Type : Single Family Residential
Project Description : later

Owner : 611 Walker Street, 6th Floor, Houston, TX 77002
Agent :

Review Information

Agenda Item No. :
Staff Recommendation :
Staff Recommendation Condition :
Final Action :
Final Action Condition :

Current Supporting Documents:

No publicly viewable document

Troubleshooting and Help

Please take a snapshot of the page you have trouble with and email it to historicpreservation@houstontx.gov with detailed explanation of the problem.

To take the snapshot of the page:

1. Hold down the 'Alt' key on the keyboard and hit the 'Print Screen' key.
2. Open a new Word document and paste it in that document and save it.
3. Attach and send the document by email.

You can also contact Historic Preservation Office staff at 832-393-6556 during business hours Monday through Friday 8AM to 5PM excluding the City holidays.