

**CITY OF GRAPEVINE**

**HISTORIC TOWNSHIP STRUCTURES PRE-CONSTRUCTION MEETING**

PROJECT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

#CA \_\_\_\_\_ #HL \_\_\_\_\_

Upon the Approval of a Certificate of Appropriateness (#CA) NO work is to begin until:

The 1) Property Owner, 2) Contractor, 3) Historic Preservation Officer and 4) Building Department Inspector have met with a mutual understanding of the Historic Preservation Ordinance as applied to this property. **(Ord. No. 2013-23, § 2, 6-4-13).**

**Sec. 12. - Penalties.** any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in a sum not to exceed \$2,000.00 and a separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.

**Please note:**

This documented meeting is to aid in Grapevine’s historic properties construction process to preclude any construction errors or misinterpretations and is not intended to be a comprehensive list of all Historic Preservation Ordinance requirements

1. A pre-construction meeting shall be held with the 1) Property Owner, 2) Contractor, 3) Historic Preservation Officer and 4) Building Department Inspector to review the Historic Preservation Ordinance and the requirements of the Approved Certificate of Appropriateness. A copy of the signed Historic Preservation Officer’s notes from the meeting are a part of this document and must be attached\*. Signatures certifying this meeting are required below.
2. Additional Certificates of Appropriateness may be required for a Landmarked Property for exterior work as established in the initial Certificate of Appropriateness. This includes all exterior finishes, paint color selection, exterior lighting fixtures, doors and door hardware, windows, porch posts and railings, etc. In most cases, additional #CA’s are required beyond the first approved #CA for the structure itself.
3. After the meeting, no changes from the approved #CA are to be made to the building or site without submitting revised plans for approval by requesting an additional Certificate(s) of Appropriateness. Such changes would include siding removal, alterations to exterior walls, door and window framing, replacing entry and garage doors and hardware, windows or changing any building detail not specified on Historic Preservation Approved plans.

**Historic Preservation Office: 817.410.3197; 817.410.3185**

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4. It is the contractor’s responsibility for any existing preservation materials removed to be stored, secured and kept safe at all times until reattached.

5. The contractor named on this document will be held responsible to notify all in his employ, to include sub-contractors and tradesmen, of red lined items on the plans with any approved changes.

6. Any proposed changes to Historic Preservation Commission approved plans, must return before the Commission, at a regular meeting, for approval. Contact the Historic Preservation Department to determine applicability.

City of Grapevine business hours are Monday through Friday, 8 a.m. - 5 p.m. The required pre-construction meeting will be scheduled as quickly as possible following the property owner’s call to the **Historic Preservation Office, 636 South Main Street, 817-410-3197** or 817.410.3185. This meeting is required before any work, clean up, demolition or changes are made to the property listed above.

I understand and agree to the above; I further understand the above items do not constitute a comprehensive list of all City requirements. This meeting is to review the Historic Preservation Ordinance and all Building Department Code requirements. I agree to make this signed Historic Township Structures Pre-Construction Meeting form and attached notes available to all pertinent parties to the project.

\_\_\_\_\_  
Property Owner Signature                      Date

\_\_\_\_\_  
Historic Preservation Officer Signature      Date

\_\_\_\_\_  
Contractor Signature                              Date

\_\_\_\_\_  
Building Department Inspector Signature      Date

**\*Attachment:**  
Copy of signed Historic Preservation Officer’s notes is required with this document.

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