



CITY OF HOUSTON

Houston Public Works/Houston Permitting Center/Office of the City Engineer

Application for Design District Designation

City Code of Ordinances § 40-485

APPLICANT INFORMATION			
District Name			
Contact Person		Title	
Email		Phone	
Physical Address			
Mailing Address			
DISTRICT INFORMATION			
<p>The proposed design district is located within a (check all that apply):</p> <p><input type="checkbox"/> Management district</p> <p><input type="checkbox"/> Tax Increment Reinvestment Zone (TIRZ)</p> <p><input type="checkbox"/> Cultural district designated by the Texas Commission on Arts</p> <p><input type="checkbox"/> Others (specify)</p>			
<p>Name(s) of the Management district(s), TIRZ(s), and Cultural district(s) that are within the proposed design district:</p>			
<p>Please attach the following information to this application:</p> <ul style="list-style-type: none">• District boundary description as approved by state legislature, City Council, or Texas Commission on Arts• Map of proposed area proposed for design district• Picture or photograph of current decorative poles in the proposed design district• Design standards for proposed design district• Statute, ordinance, or other creation document authorizing and creating the management district, TIRZ, or Cultural district <p><input type="checkbox"/> Yes <input type="checkbox"/> No All documents are attached</p>			
SIGNATURES			
<p>I am authorized by the proposed design district to submit and sign this application.</p>			
Signature of applicant		Date	
Print applicant's name		Title	

Procedure for Design District Designation

1. District submits application to OCE, including

- 1) Application form
- 2) A District boundary map
- 3) A Map of the proposed area for design district designation with description by street name
- 4) A Picture or photograph of decorative poles in the proposed design district
- 5) The design standards for the proposed design district
- 6) Exhibit of proposed decorative poles in the proposed design district including measurement and text of decoration
- 7) Site plan showing locations of proposed decorative poles
- 8) Statute, ordinance, or other creation document authorizing and creating the management district, TIRZ or Cultural district

2. OCE reviews review application to determine if app meets following criteria:

- 1) Has clearly defined boundaries
- 2) Has decorative poles
- 3) Has provided aesthetic and design standards

3. OCE drafts RCA to amend Section 40-485 of the City Code of Ordinance

4. Council approves amendment and adds applicant to Design District List in Sec. 40-485