

  
City of Killeen Texas  
**Order of Design Compliance Application**

An Order of Design Compliance from either the Heritage Preservation Board or the Historic Preservation Officer is required for all exterior changes to local historic landmarks or structures within a designated local historic district. Prior to submitting an application for a building permit, applicants proposing to construct, reconstruct, significantly alter, remove, or demolish any exterior architectural detail of a designated historic landmark or any property within the historic district must receive an approved Order of Design Compliance.

Activities involving routine and ordinary maintenance, in-kind repair, or replacement which does not involve a change to the architectural or historic value, style, or general design shall not require the review and approval of an order of design compliance application.

**Design Guidelines**

Applicants proposing alterations should refer to the *Historic District Design Guidelines*. A complete copy of the *Historic District Design Guidelines* is available in the City of Killeen Planning Office located at 200 E. Avenue D or can be downloaded at <http://www.ci.killeen.tx.us>.

**Project Information**

Name (Property Owner): \_\_\_\_\_

Address/Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone# \_\_\_\_\_ Fax# \_\_\_\_\_ Email \_\_\_\_\_

Description of Work

Describe in specific detail the proposed alterations, changes, or maintenance work. The Historic Preservation Officer (HPO) or the Historic Preservation Board (HPB) may require submission of product samples and other technical information pertinent to design review decisions.

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Desired Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Attach a copy of an architect’s rendering or a scale drawing of the proposed change(s). The drawing must show what the applicant plans to do. Applicants for signs shall accurately depict the size of the sign, illumination type, and size of lettering, as well as the sign’s location on the building.

Attach a written statement describing how the proposed construction, external alteration, or repair meets the intent of the *Historic District Design Guidelines*.

\_\_\_\_\_  
Signature of the Applicant Date

FOR OFFICE USE ONLY

Date of filing \_\_\_\_\_  
Date of notice posted on project site \_\_\_\_\_  
Date of notice of adjoining property owners \_\_\_\_\_  
Decision of the HPO/HPB: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Date Applicant notified \_\_\_\_\_

## How do I apply for an Order of Design Compliance?

1. **Call.** Call the City's Historic Preservation Officer (254) 501-7641 to discuss the details of your project, and receive in
2. **Review the *Historic District Design Guidelines*.** The *Historic District Design Guidelines* must be observed for external (façade) alterations or repairs in the downtown historic district. Copies of the guidelines are available in the City's Planning Office or on the City's website.
3. **Prepare Application Materials.** A completed application for an Order of Design Compliance must include the following:
  - A completed Order of Design Compliance Application (attached)
  - A to scale drawing or sketch of the proposed alteration or sign.
  - A written statement describing how the proposed construction, external alteration, or repair meets the intent of the *Historic District Design Guidelines*.
  - The Historic Preservation Officer may require submission of product samples and other technical information pertinent for design review decisions.
4. **Submit Application.** Submit all required application materials to the Planning Office located at 200 East Avenue D., Level Two.

## How is an Application for an Order of Design Compliance Processed and Approved?

1. A current copy of the proposed construction documents and an Order of Design Compliance application shall be filed with the planning department. Upon receipt of a complete application, the HPO shall review the application within forty-five (45) days for compliance with the city's adopted design guidelines and the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*.
2. Within five (5) days of receipt of an Order of Design Compliance application, notice of the application shall be posted on the property for a period of ten (10) days. A written notice of the application shall also be provided to owners of adjoining property establishing a 10-day period in which written comments may be submitted to the HPO.
3. At the end of the notice period, if approved, the HPO shall issue an Order of Design Compliance consisting of written findings, conclusions of law, and conditions of approval, if any, supporting the decision, and shall provide the owner and/or applicant and anyone submitting written comments with a copy and forward its decision to the permits and inspections department. Any specific conditions of approval as identified by the HPO shall be attached to the construction documents prior to the issuance of any building permits. No subsequent changes shall be made to the approved application without the review and approval of the HPO. An applicant shall have six (6) months from the date of issuance of an Order of Design Compliance to secure a building permit for the specified improvements, or it shall become null and void.

If the HPO finds the proposed work will adversely affect or destroy a significant architectural detail or historical feature of the exterior of the designated historic landmark or building within a designated district or is inconsistent with the Secretary of the Interior's standards for rehabilitation or these design guidelines, the HPO shall advise the applicant and written commenter of the disapproval of the application and of any changes to the application which are necessary for approval of same.

## What do I do after my Order of Design Compliance is Approved?

Upon approval of an application for an Order of Design Compliance, the applicant may submit, for review and approval, other applications (including building, sign, and demolition permit applications) that are necessary for the proposed project, in accordance with the City's standard processes for reviewing and approving such permit applications. All such applications shall be consistent in every way with the Order of Design Compliance.

## Appeals

The applicant or any persons adversely affected by any determination of the HPO may appeal the decision to the HPB. Appeal requests shall be on forms as prescribed by the city and shall be filed with the planning department within ten (10) days of the HPO's decision, and scheduled for the next available regularly scheduled HPB public hearing. Notice of the appeal shall be posted on the property for a period of ten (10) days upon receipt of a formal appeal request. A written notice of the public hearing for the appeal request shall also be provided to all parties who received mailed notice for the original HPO preliminary determination. Appeals shall be considered only on the record made before the HPO.

## Resubmittal

An application, once denied an Order of Design Compliance, may not be resubmitted without incorporating changes to the application which are necessary for approval of the same.