



**City of Dallas**

# **Guide to DallasNow Citizen Access Portal for Historic Preservation (COAs)**

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City of Dallas

# Registering for DallasNow (<http://dallas.gov/DallasNow>)



Follow the steps below to register for a DallasNow Citizen Access Account. **All sections with red asterisks are required.**

## STEP 1

[Click on Create an Account.](#)

A screenshot of the City of Dallas website. The header is blue with the City of Dallas logo and the text "WELCOME TO THE CITY OF DALLAS". Below the header is a navigation bar with links: Home, Building, Planning, Enforcement, Contractor Registration, Public Works, and more. A search bar is also present. The main content area is divided into two columns. The left column contains a "Welcome to the new Citizen Portal" message and a list of services: General Information, Building, Planning, Enforcement, Contractor Registration, and Public Works. The right column contains a "Sign In" section with fields for "USERNAME OR EMAIL:" and "PASSWORD:", a "Forgot Password?" link, a "SIGN IN" button, a "Remember me on this device" checkbox, and a "Not Registered?" section with a "CREATE AN ACCOUNT" button. A blue arrow points to the "CREATE AN ACCOUNT" button.

## STEP 2

**Complete the required fields.**

Note: Passwords must have between 8-20 characters and must match in the two fields.

**\* Required Fields**

<b>USERNAME:*</b>
<b>E-MAIL ADDRESS:*</b>
<b>PASSWORD:*</b>
<b>TYPE PASSWORD AGAIN: *</b>

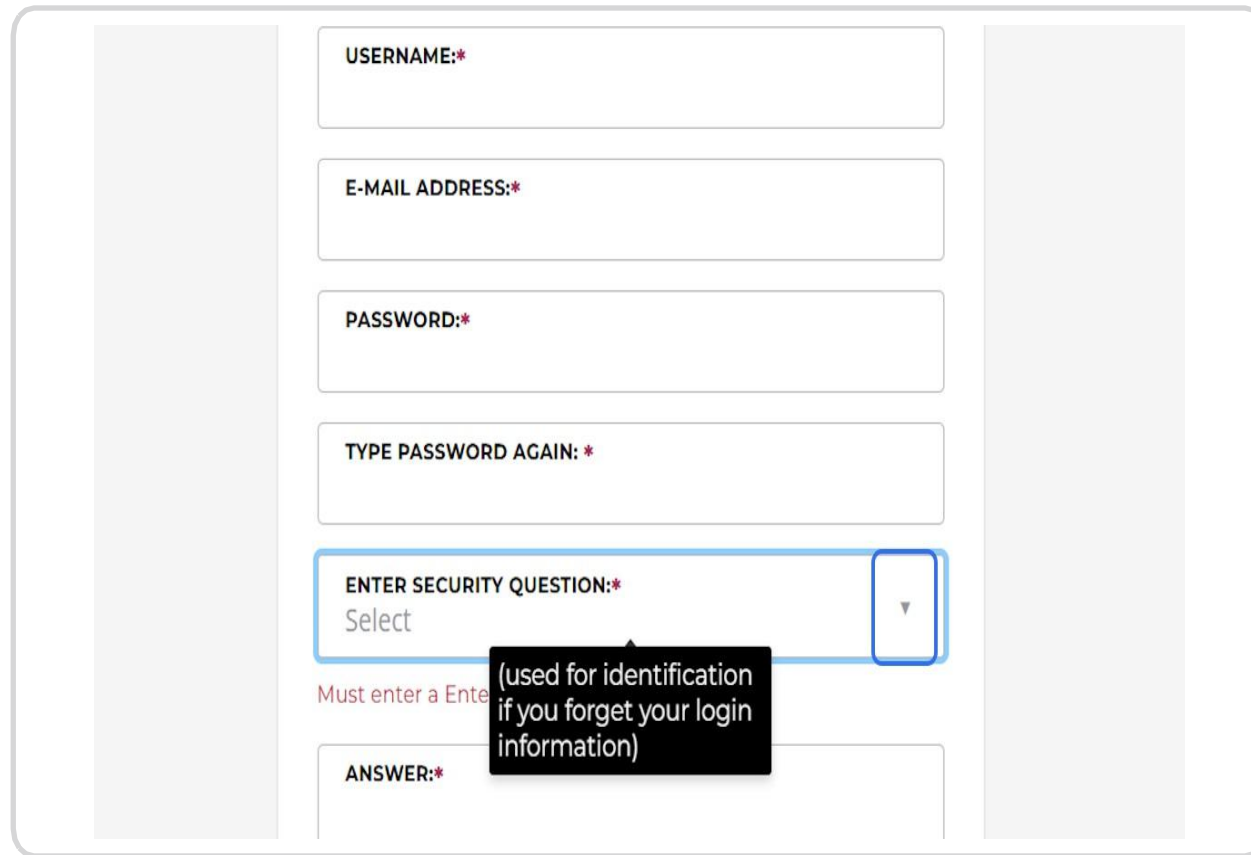


# Registering for DallasNow (<http://dallas.gov/DallasNow>)



## STEP 3

Click on the dropdown arrow for enter security question.

A registration form for DallasNow. It contains five input fields: USERNAME:\*, E-MAIL ADDRESS:\*, PASSWORD:\*, TYPE PASSWORD AGAIN: \*, and ENTER SECURITY QUESTION:\*. The ENTER SECURITY QUESTION field is highlighted with a blue border and a dropdown arrow. A tooltip points to the dropdown arrow with the text "(used for identification if you forget your login information)". Below the ENTER SECURITY QUESTION field is a red error message "Must enter a Ente". At the bottom is an ANSWER:\* field.

USERNAME:\*

E-MAIL ADDRESS:\*

PASSWORD:\*

TYPE PASSWORD AGAIN: \*

ENTER SECURITY QUESTION:\*

Select

(used for identification if you forget your login information)

Must enter a Ente

ANSWER:\*



# Registering for DallasNow (<http://dallas.gov/DallasNow>)



## STEP 4

Select a question you won't forget the answer to.

A screenshot of the DallasNow registration process, specifically the step where a user selects a security question. The screen is framed by two vertical grey bars. In the center, there is a list of potential security questions. The third question, "In what city or town does your nearest sibling live?", is highlighted with a blue border. Below this list is a dropdown menu labeled "ENTER SECURITY QUESTION:\*" with the word "Select" underneath it. A red error message "Must enter a Enter" is visible below the dropdown. At the bottom, there is a text input field labeled "ANSWER:\*". A black callout box with white text points to the dropdown menu, stating "(used for identification if you forget your login information)".

To what city did you go the first time you flew on a plane?

What was the last name of your favorite childhood teacher?

In what city or town does your nearest sibling live?

In what town or city was your first full time

ENTER SECURITY QUESTION:\*  
Select

Must enter a Enter

ANSWER:\*

(used for identification if you forget your login information)



# Registering for DallasNow (<http://dallas.gov/DallasNow>)



## STEP 5

Type your answer.

ENTER SECURITY QUESTION:\*

In what city or town does your nearest sibling live?\*

ANSWER:\*

ABC City

## STEP 6

1. Click on the blue Terms of Service hyperlink to read the terms. You must agree to the Terms of Service to register for an account. 2. Check the box to agree that you have read, understand, and agree to the Terms of Service.

2. ☐ I have read, understand, and agree to the Terms of Service [Terms of Service](#)

CONTINUE

1. BACK





## Registering for DallasNow (<http://dallas.gov/DallasNow>)



### STEP 7

Click on continue.

ANSWER:\*

ABC City

☐ I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

BACK



# Registering for DallasNow (<http://dallas.gov/DallasNow>)



## STEP 8

### Click on a contact type.

Select Individual if you are registering on behalf of yourself only.

Select Organization if you will be working in DallasNow on behalf of a business.

### Select Contact Type

**STEP 2 OF 2: CONTACT DETAILS**

Please remember to include a mailing address in this section at the bottom of the page.

☐ Individual

☐ Organization

BACK





# Registering for DallasNow (<http://dallas.gov/DallasNow>)



## STEP 9

Type your first name.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Please remember to include a mailing address in this section at the bottom of the page.

☒ Individual  
☐ Organization

\* Required Fields

FIRST:\*John

MIDDLE:

## STEP 10

Type your middle name, if you have one.  
This is not a required field.

☒ Individual  
☐ Organization

\* Required Fields

FIRST:\*John

MIDDLE:Sample



# Registering for DallasNow (<http://dallas.gov/DallasNow>)



## STEP 11

Type your last name.

☒ Individual  
☐ Organization

\*Required Fields

FIRST:\*John

MIDDLE:Sample

LAST:\*Customer

## STEP 12

Type in name of business, home phone number, and work phone number, if desired.

These are not required fields.

NAME OF BUSINESS:

HOME PHONE:

WORK PHONE:

MOBILE PHONE:\*



# Registering for DallasNow (<http://dallas.gov/DallasNow>)



## STEP 13

Type your mobile phone number.

WORK PHONE:

MOBILE PHONE:\* 972-555-5555

E-MAIL:\*

## STEP 14

Type your e-mail address.

MOBILE PHONE:\* 972-555-5555

E-MAIL:\* J.Customer@email.com

Add Address

SUBMIT

BACK



# Registering for DallasNow (<http://dallas.gov/DallasNow>)



## STEP 15

### Click add address

This link will open a window to allow you to add your address information. (This is not required but strongly encouraged at this time, and can be added after account registration.)

MOBILE PHONE:\*  
972-555-5555

E-MAIL:\*  
J.Customer@email.com

Add Address

SUBMIT

BACK

## STEP 16

### Contact Information

\*First:

Middle:

\*Last:

Name of Business:

Country:  
United States

\*Address Line 1:

\*City:

\*State:  
--Select--

\*Zip:

Home Phone:

Work Phone:

\*Mobile Phone:

\*E-mail:



# Registering for DallasNow (<http://dallas.gov/DallasNow>)



## STEP 17

### Scroll down and click add additional contact address

This link will open a window to allow you to add your mailing address information. (This is not required at this time, and can be added after account registration.)

#### ▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

	Address Type	Recipient	Address	Status	Start
No records found.					



# Registering for DallasNow (<http://dallas.gov/DallasNow>)



## STEP 18

Select “Mailing” as address type.

Complete all fields with a red asterisk.

Contact Information

Contact Address Information

Country/Region:

United States

\* Address Type:

Mailing

\* Address Line 1:

Address Line 2:

Address Line 3:

\* City:

\* State:

--Select--

\* ZIP Code:



# Registering for DallasNow (<http://dallas.gov/DallasNow>)



## STEP 19

Click save and close.

Contact Information

Save and Close

Save and Add Another

Clear

Discard Changes

## STEP 20

Click **continue**. Note, a mailing address has been added for the current contact.

To edit a contact address, click the address link.

✔ **Contact address added successfully.**

Showing 1-1 of 1

	Address Type	Recipient	Address	Status	Start I
	Mailing		22510 Red Pine Drive	Active	



Continue

Clear

Discard Changes



# Registering for DallasNow (<http://dallas.gov/DallasNow>)



## STEP 21

Click on submit.

Add Address

**SUBMIT**

---

BACK



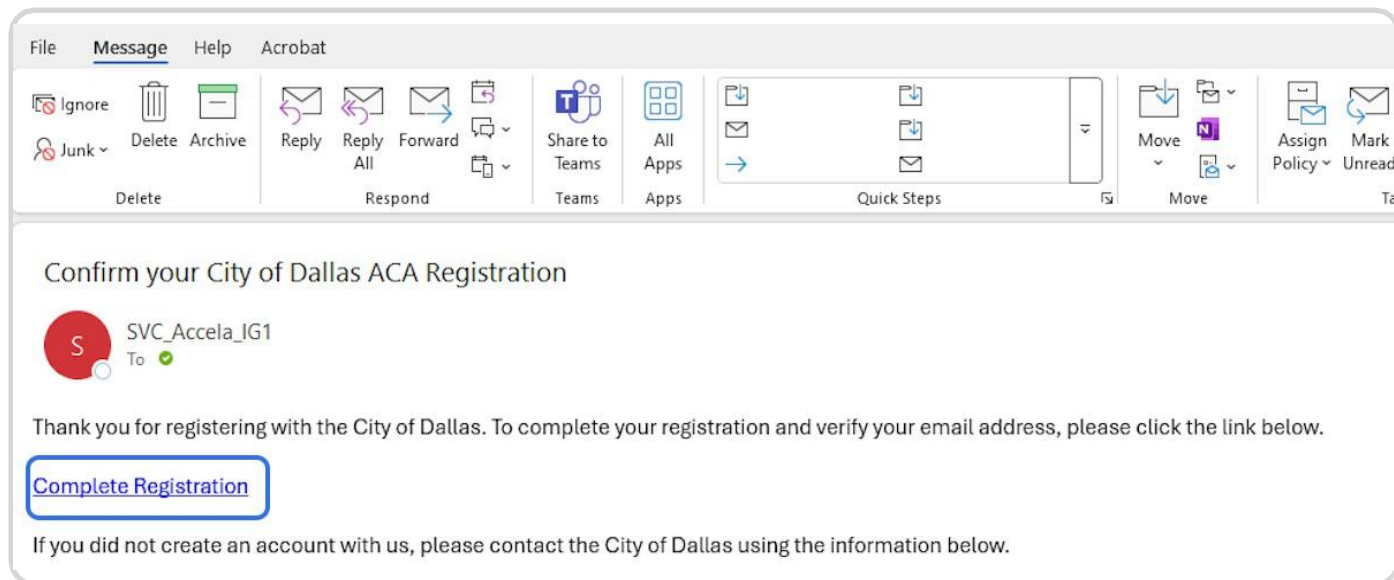
# Registering for DallasNow (<http://dallas.gov/DallasNow>)



## STEP 22

Check your email, and click the complete registration link.

**Note: If you do not see the email to confirm your account registration, please be sure to check your junk or spam folder.**



# **Entering a Certificate of Appropriateness (COA) in DallasNow**

# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 1

Sign in. Complete the required fields and click on sign in.

### Sign In

USERNAME OR EMAIL:\*  
rhonda.dunn@dallas.gov

PASSWORD:\*  
.....

[Forgot Password?](#)

**SIGN IN**

☒ Remember me on this device



# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 2

Click on planning.  
The planning  
landing page to  
the right displays.

HomeBuildingPlanningEnforcementContractor RegistrationPublic Worksmore

Create an ApplicationSearch Applications

Records

Show on MapCancel

Showing 1-6 of 6 | Download results | Add to collection | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	04/25/2025	COA-25-001030	Certificate of Appropriateness	1500 MARILLA ST, Dallas TX 75201	repair fence	1500 Marilla St 042525	10/21/2025	Additions



# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 3 & STEP 4

Click on create an application.  
Read the disclaimer and check  
the box to accept the terms of  
use. Click on continue  
application to proceed.

Create an Application

Search Applications

### Online Application

Welcome to the City of Dallas Online Permitting System. Using this system, you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

#### General Disclaimer

The Planning and Development Department strives to ensure the accuracy and timeliness of the information provided on the *DallasNow* Citizens Portal. However, the department makes no warranties or representations regarding the website's functionality, availability, or condition, including its suitability for use, uninterrupted access, freedom from viruses, or non-infringement of proprietary rights. The materials available on this site are compiled from various sources and may be subject to change without notice due to updates or corrections.

☒ I have read and accepted the above terms.

[Continue Application »](#)



# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 5


Click on Certificate of Appropriateness. Select the Certificate of Appropriateness option button. Click on continue application to proceed.

[Home](#) [Building](#) **[Planning](#)** [Enforcement](#) [Contractor Registration](#) [Public Works](#) [more](#) ▼

[Create an Application](#) [Search Applications](#)

**Select a Record Type**

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



[Search](#)

▼ Certificate of Appropriateness

☒ Certificate of Appropriateness

▶ Conservation District

▶ Current Planning

▶ Subdivision

[Continue Application »](#)





# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 6

Select or enter contact information. An applicant and a property owner are required contacts for each COA.

### Certificate of Appropriateness

1 Location and Contacts	2 Application Information	3 Support Documentation	4 Review	5 Pay Fees	6
-------------------------	---------------------------	-------------------------	----------	------------	---

#### Step 1: Location and Contacts > Contact Information

In this page, fill in information for all contacts related to this application. Make sure the contact information is complete and current.

**Applicant:** This information pertains to the person/organization requesting for approval. Contact information for Property Owner, Surveyor, Engineer, and Architect may be added if other than the Applicant.

An Authorized Agent may submit this application on behalf of the Applicant. Please add contact information of the authorized agent in such case.

\* indicates a required field. You may be required to provide more based on prior answers before proceeding.

### Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

	Required Contact Type	Minimum
✓	Applicant	1
⚠	Property Owner	1

Select from Account

Add New

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Rhonda Dunn	City of Dallas, Office of Historic Preservation	Applicant			rhonda.dunn@dallas.gov	<a href="#">Edit</a> <a href="#">Delete</a>



# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 7

If you select from account a list of saved contacts displays. Click the option button for the appropriate contact. Click on continue to enter details on your selection. (Add mailing address information for all “frequent” contacts to your Citizen Account.)

### Select Contact from Account



Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-4 of 4

	Category	Type	Name
<input type="radio"/>	Associated Contact	Individual	Danielle T Dunn
<input type="radio"/>	Associated Contact	Individual	Rhonda Dunn
<input checked="" type="radio"/>	Associated Contact	Individual	Rhonda T Dunn
<input type="radio"/>	Associated Contact	Individual	Rhonda T Dunn

Continue

Discard Changes



# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 8

Continuing the select from account action, select the type of contact (applicant, authorized agent or property owner). Also check a mailing address. Click on continue to save your selection.

### Select Contact from Account

Rhonda T Dunn

\* Type:

Select contact addresses for this contact to attach to the record.

Required contact address type(s):Mailing

Showing 1-3 of 3

<input type="checkbox"/>	Address Type	Recipient	Address
<input type="checkbox"/>	Business		1500 Marilla St
<input checked="" type="checkbox"/>	Mailing		1011 S Pearl Exp, Apt. 232
<input type="checkbox"/>	Mailing		1011 S Pearl Exp, Apt. 232

Continue

[Discard Changes](#)



# Entering a Certificate of Appropriateness (COA) in DallasNow



**STEP 9**

**Click on continue to save your contacts. (You can also click on save and resume for later, on each step moving forward.)**

**Step 1: Location and Contacts > Contact Information**

In this page, fill in information for all contacts related to this application. Make sure the contact information is complete and current.

**Applicant:** This information pertains to the person/organization requesting for approval. Contact information for Property Owner, Surveyor, Engineer, and Architect may be added if other than the Applicant.

An Authorized Agent may submit this application on behalf of the Applicant. Please add contact information of the authorized agent in such case.

\* indicates a required field. You may be required to provide more based on prior answers before proceeding.

**Contact List**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

	Required Contact Type	Minimum
✓	Applicant	1
✓	Property Owner	1

Select from Account

Add New

✓ **Contact added successfully.**

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Rhonda Dunn	City of Dallas, Office of Historic Preservation	Applicant			rhonda.dunn@dallas.gov	<a href="#">Edit</a> <a href="#">Delete</a>
Rhonda T Dunn	City of Dallas, Historic Preservation Office	Property Owner			rhonda.dunn@dallas.gov	<a href="#">Edit</a> <a href="#">Delete</a>



**Save and resume later**

**Continue Application »**

# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 10

Indicate where the proposed work will take place. Type in a street address, number and name. Click on search to autofill parcel information.

### Certificate of Appropriateness

1 Location and Contacts	2 Application Information	3 Support Documentation	4 Review	5 Pay Fees	6
-------------------------	---------------------------	-------------------------	----------	------------	---

#### Step 1: Location and Contacts > Project Location

In this page, identify the physical address of the project site.

Show Map

\* indicates a required field. You may be required to provide more based on prior answers before proceeding.

### Address

If you are unable to find your address or parcel, please contact [DEVaddressing@dallas.gov](mailto:DEVaddressing@dallas.gov) for further assistance. You may use the "Save and Resume Later" button below to save your current progress.

* Street #:	Direction:	Street Name:	Street Type:	Street Suffix:
<input type="text" value="1500"/>	<input type="text" value="--Select--"/>	<input type="text" value="MARILLA"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
City:	State:	Zip:		
<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>		
Appraisal Parcel ID:	? Building:	Floor:	Suite:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Search Clear



# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 11

Select the option button next to the correct address. Make sure the correct parcel number is selected below. Also make sure the correct owner is selected below. Click on select to save.

Address Search Result List

1500 MARILLA ST, Dallas Dallas TX 75201

DallasTX75201

1500 MARILLA ST, L1, Dallas Dallas TX 75201

DallasTX75201

1500 MARILLA ST, L1, Dallas Dallas TX 75202

DallasTX75202

1500 MARILLA ST, L1BS, Dallas Dallas TX 75201

DallasTX75201

1500 MARILLA ST, L1BS, Dallas Dallas TX 75202

DallasTX75202

1500 MARILLA ST, L2AN, Dallas Dallas TX 75201

DallasTX75201

< Prev

1

2

3

Next >

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<div><div></div>0000010115400000</div>			

Associated Owners

Showing 1-2 of 2

Name	Address
<div><div></div>City of Dallas</div>	1500 MARILLA ST EXEMPT DALLAS TEXAS 752016318
<div><div></div>City of Dallas</div>	1500 Marilla St DALLAS TEXAS 75201

# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 12

Click on continue application.  
The system should autofill the  
parcel number and the owner  
information.

### Parcel

If you are unable to find your address or parcel, please contact [DEVaddressing@dallas.gov](mailto:DEVaddressing@dallas.gov) for further assistance. You may use the "Save and Resume Later" button below to save your current progress.

\* Parcel Number:

00000101154000000

Search

Clear

### Owner

This section may not have the most recent information. When applicable, you will be asked to provide property owner contact information later in this process.

Owner Name:

City of Dallas



Mailing Street Address:

1500 Marilla St

Address Care Of:

City:

DALLAS

Search

Clear

Save and resume later

[Continue Application »](#)





# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 13

Type in an application name (brief sentence/title describing proposed work). Next type in details describing proposed work (a paragraph or two). Note **the red asterisks** these fields are required.

### Step 2: Application Information > Application Details

In this page, fill in detailed information for the project. The information in this page needs to be complete in order for the city staff to review your application.

Please note: This application must be completed and submitted by the FIRST THURSDAY OF EACH MONTH, 12:00 PM, (see official calendar for exceptions), before the Dallas Landmark Commission can consider the approval of any change affecting the exterior of any building.

\* indicates a required field. You may be required to provide more based on prior answers before proceeding.

### Description of Project

Please briefly describe your proposed project.

The Description of Project must convey a detailed account of the project in your attached plans. Do NOT state "Please see attached plans."

\* Application Name:

\* Description of Request

Replace fence in rear yard. New fence will be six feet high board on board wood fence. See site plan for location.

[spell check](#)



# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 14

Provide project details. Type in the reason for proposed changes. Select certificate type from drop-down list. Select whether a prior courtesy review was conducted by the landmark commission for this project.

### Project Details - Part 1

#### General Information

Reason for Proposed Change(s):

Fence is deteriorated/rotted.

\* Certificate Type:

--Select--

\* Did you already have a Courtesy Review?:

--Select--

Certificate of Appropriateness

Courtesy Review

Demolition

Administrative Review



# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 15

Provide project details continued. To add a new work detail record, click on add a row.

### Project Details - Part 2

#### Work Details

Showing 0-0 of 0

Proposed Work	Type of Work	Description	Instructions	
No records found.				

Add a Row ▼

Edit Selected

Delete Selected



# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 16

In the work details dialog box select proposed work, and type of work from drop-down lists. Type in a detailed description -- identify scope/extent of alteration(s). Read the instructions for required supplemental materials. Click on submit to save work request item.

### Work Details

Proposed Work:

Fences or Landscaping or

Type of Work:

Replace

Description:

Replace 80 linear feet of  
fencing in rear yard.  
Roughly 30 percent.

spell check

Instructions:

Using site plan or  
official site survey as a  
base, show (draw)  
location of fencing,  
landscaping and/or  
hardscaping. Indicate

spell check

Submit

Cancel



# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 17

Click on continue application to save project details.

### Project Details - Part 1

#### General Information

Reason for Proposed Change(s):

Fence is deteriorated/rotted.

\* Certificate Type:

Certificate of Appropriateness

\* Did you already have a Courtesy Review?:

☐ Yes ☒ No

### Project Details - Part 2

#### Work Details

Showing 1-1 of 1

<input type="checkbox"/>	Proposed Work	Type of Work	Description	Instructions	
<input type="checkbox"/>	Fences or Landscaping or Hardscaping	Replace	Replace 80 linear feet of fencing in rear yard. Roughly 30 percent.	Using site plan or official site survey as a base, show (draw) location of fencing, landscaping and/or hardscaping. Indicate dimensions, material, and color. If landscaping, include (photos of) plant species along with height and width at maturity.	Actions

Add a Row

Edit Selected

Delete Selected

Save and resume later

Continue Application »



# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 18

Review the application and accept the terms. Applications are due the **FOURTH MONDAY OF EACH MONTH BY 12:00 PM (NOON)** according to the official calendar. Check the box if you agree. Click continue application after reviewing your proposal.

### APPLICATION DEADLINE:

Application material must be completed and submitted by the **FIRST THURSDAY OF EACH MONTH, 12:00 P.M. (NOON)** (see official calendar for exceptions), before the Dallas Landmark Commission can consider the approval of any change, demolition, or removal affecting the exterior of any building within a Historic District. This online form along with any supporting documentation must be submitted by the application deadline so it may be reviewed by the Landmark Commission on the first Monday of the following month. After submission, you are encouraged to contact a Preservation Planner at (214) 670-4209 to make sure your application has been received and is complete.

For Building Alterations and New Construction:

☐ By checking this box, I agree to the above certification.

Date:

[Save and resume later](#)

[Continue Application »](#)



# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 19

The system acknowledges successful submission. Make note of your certificate of appropriateness application id number. You should receive an email indicating your success.

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
----------------------	-----------------------	---------------------------

### Step 3: Receipt/Record issuance

#### Receipt



Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

1500 MARILLA ST, Dallas TX 75201

COA-25-001041





# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 20

To upload documents, digital photos, forms etc. click on planning to return to the planning landing page. Next double click on the COA application id (**highlighted in blue**).

HomeBuildingPlanningEnforcementContractor RegistrationPublic Worksmore

Create an ApplicationSearch Applications

Records

Show on MapCancel

Showing 1-7 of 7 | Download results | Add to collection | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Description	Project Name	Expiration Date	Status
<input checked="" type="checkbox"/>	05/09/2025	COA-25-001041	Certificate of Appropriateness	1500 MARILLA ST, Dallas TX 75201	Replace fence in rear yard. New fence will be six feet high board on board wood fence. See site plan for	Fence Replacement	05/09/2026	Pending



# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 21

To upload documents continued. Select attachments from the record information drop-down list.

Home

Building

Planning

Enforcement

Contractor Registration

Public Works

more

Create an Application

Search Applications

Record COA-25-001041:  
Certificate of Appropriateness  
Record Status: Pending  
Expiration Date: 05/09/2026

Add to cart

Add to collection

Record Info

Record Details

Processing Status

Related Records

Attachments

Inspections

Payments

000101154000000 \*

Denton

McKinney

A row of five decorative icons: a hand holding a heart, a set of scales, a trophy, a gear, and two people holding hands.

# Entering a Certificate of Appropriateness (COA) in DallasNow



**STEP 22 & STEP 23**

To upload documents continued. Click on add. When the file upload dialog box displays click on add again. Choose a file from the open dialog box. Repeat for all supplemental files.

## Attachments

The maximum file size allowed is **256 MB**.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w

Document Status	Name	Record ID	Record Type	Entity Type	Type	Size	Lat
No records found.							

Add

## File Upload

The maximum file size allowed is 256 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n

2. 4001 Capital Ave_CA	100%
ItemNo04_Info.pdf	100%

Continue

Add

Remove All



# Entering a Certificate of Appropriateness (COA) in DallasNow



## STEP 24

To upload documents continued. Select the type of information provided from the drop-down list. Describe the document/photo. Click save, if you are finished adding documents.

--Select--

Affidavit - Owner Signature

Form - New Construction

Form - Window Survey

Letter - Salvageability Second Opinion

Maps - Historic Sanborn

Other Support Documents

Photos

Plans - Architectural Drawings

Plans - Elevation

Plans - Landscape

Plans - MEP

Plans - Site Plan

Plans - Structural

Reports - Engineer or Architect

Specifications - Color Samples

Specifications - Exterior Materials

Survey - Property

--Select--

PROD2/Cap/CapDetail.aspx?Module=Planning&TabName=Planning&cap...

MB.  
a;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mssc;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w...

Record ID	Record Type	Entity Type	Type	Size	Latest
COA-25-001041	Certificate of Appropriateness	Record	Photos	35.77 MB	05/09/
COA-25-001041	Certificate of Appropriateness	Record	Specifications - Exterior Materials	24.48 MB	05/09/

Remove

Description:

spell check

SaveAddRemove All

# Entering a Certificate of Appropriateness (COA) in DallasNow



**STEP 25**

**Congratulations! You have successfully uploaded supporting/supplemental materials for your certificate of appropriateness application. You should receive an email indicating your success.**



**The attachment(s) has/have been successfully uploaded.**  
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**Record COA-25-001041:**  
**Certificate of Appropriateness**  
**Record Status: Pending**  
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## Attachments

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are disallowed file types to upload.

Document Status	Name	Record ID	Record Type	Entity Type	Type	Size	La
	2. 4001 Capital Ave_CA Application.pdf	COA-25-001041	Certificate of Appropriateness	Record	Photos	35.77 MB	Pe
	ItemNo04_Info.pdf	COA-25-001041	Certificate of Appropriateness	Record	Specifications - Exterior Materials	24.48 MB	Pe



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# **Guide to DallasNow Citizen Access Portal for Historic Preservation (COAs)**

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