



Planning & Community Development Dept.
 Historic Preservation
 550 Landa Street
 New Braunfels, Texas 78130
 (830) 221-4050 www.nbtexas.org

Case No: _____
Meeting Date: _____
<input type="checkbox"/> Historic District
<input type="checkbox"/> Historic Landmark
<i>Submittal date – office use only</i>

APPLICATION FOR A CERTIFICATE OF ALTERATION FOR A CITY LANDMARK OR LOCAL HISTORIC DISTRICT

NO FEE

Submit this Certification of Alteration application for review prior to submitting for any required building permit applications. Any variances, special exceptions or special approvals must be approved prior to submitting this application and any approvals shall be included in the application. **A Certificate of Alteration does not substitute for or supersede any other permit reviews.**

The Historic Preservation Officer (HPO) may approve certain minor projects without a review by the Historic Landmark Commission. Minor projects include routine maintenance and repair and limited minor alterations. Contact the HPO if you have questions about whether or not your project qualifies for administrative approval.

1. APPLICANT INFORMATION:

Name: Carol Wheeler
 Mailing Address: 205 S. Academy, New Braunfels, TX 78130
 City/State/ZIP: New Braunfels, TX 78130
 Telephone: 210-452-0941 Email: Carolannwheeler@gmail.com

2. PROPERTY OWNER (IF NOT APPLICANT*):

**Letter of Authorization is required if the applicant is not the property owner.*

Name: _____
 Mailing Address: _____
 City/State/ZIP: _____
 Telephone: _____ Email: _____

3. ARCHITECT OR CONTRACTOR:

Name: Debra + Rudy Jimenez
 Company Name: Design Difference
 Mailing Address: 1335 Wald Rd. #102
 City/State/ZIP: New Braunfels, TX 78132
 Telephone: 210-602-6099 Email: designdifference@outlook.com

4. SUBJECT PROPERTY:

Property Address/Location: 205 S. Academy
New Braunfels, TX 78130

Legal Description:

Name of Subdivision: None

Lot(s): 1 Block(s): New City Block 1002 Acreage: —

Existing Use of Property: _____

5. SCOPE OF WORK (ATTACH ADDITIONAL PAGES IF NECESSARY):

To build
a wood pergola over the
existing flagstone patio.
Then a fireplace for some
privacy to the street.

The Historic Landmark Commission (HLC) reviews proposed exterior and site changes to City Historic Landmarks and properties in Local Historic Districts to assist owners in retaining the character-defining architectural features of important historic sites and districts. An approved Certificate of Alteration from the HLC is required in advance of performing all non-routine exterior and site work, including installation of signage. Your building permit will not be released without an approved Certificate of Alteration review by the City Historic Preservation Officer (HPO) or the HLC.

A Certificate of Alteration is required for all non-routine exterior work, including:

- Alterations to historic materials;
- Alterations to the visual appearance of a site;
- Alterations to building façade;
- Additions to existing buildings;
- Re-cladding;
- Window replacement;
- Construction of new buildings;
- Changes in roof color or materials;
- Major landscape work (including pools);
- Changes in sidewalks; and,
- Changes in driveways.

Historic Landmark Commission review is usually not required for ordinary maintenance work such as re-painting and performing routine repairs using like materials. Please check with the City HPO if you are uncertain whether an HLC review is required.