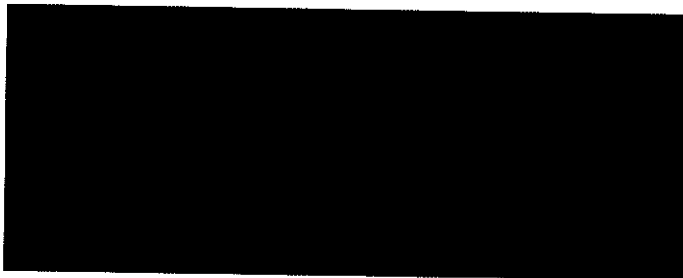




Planning & Community Development Dept.
Historic Preservation
550 Landa Street
New Braunfels, Texas 78130
(830) 221-4050 www.nbtexas.org



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: Drew Freiley
Mailing Address: 165 S Seguin Ave
City/State/ZIP: New Braunfels, TX
Telephone: 210-378-3469 Email: Drew.Freiley@Ferguson.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: N/A
Company Name: _____
Mailing Address: _____
City/State/ZIP: _____
Telephone: _____ Email: _____

4. **SUBJECT PROPERTY:**

Property Address/Location: 165 S Seguin Ave,
New Braunfels, TX

Legal Description: _____

Name of Subdivision: N/A

Lot(s): _____ Block(s): _____ Acreage: _____

Existing Use of Property: _____

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

Adding 2 signs that are 36 inches round to
the front awning of our business.

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.

SUBMITTAL CHECKLIST:

STAFF:
☐
☐
☐
☐

APPLICANT:

☐ **Completed application**

Please note: Any application that is missing information will be considered incomplete and cannot be accepted.

☐ **Dimensioned and scaled building plans**

Please note: For review purposes electronic submittal of plans in PDF format is preferred. If hard copies are submitted original plans should be no larger than 11" x 17" and be of a good, reproducible quality. Inaccurate or non-legible site plans can result in a delay with the application review.

Must include the following documents:

- ☐ Site plan (one for existing and one for proposed conditions. Must indicate all proposed site changes, such as additions, alterations, new construction or demolition)
- ☐ Elevation plans (must specify all exterior changes and exterior building materials and finishes to be used, i.e., siding, roofing, windows, doors, fences, etc.)
- ☐ Floor plans
- ☐ Roof plan

☐ **Material samples, specifications or manufacturer information**

☐ **Color photographs of the structure and site**

Please note: For review purposes electronic submittal of photos is preferred.

Must include the following:

- ☐ Overall elevation views
- ☐ Close-ups of all affected areas being modified

The signature of owner authorizes City of New Braunfels staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or their agent has reviewed the requirements of this application/checklist and all items on this checklist have been addressed and complied with.

Property Owner's Signature: _____ Date: _____

Applicant Signature: Drew Fiala Date: 10/2/20