



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

Case No: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

☐ Historic District

☐ Historic Landmark

*Submittal date – office use only*

## 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:** \_\_\_\_\_ Emma Wetz / A-1 South Texas Sign Erectors

**Mailing Address:** \_\_\_\_\_ 20286 FM 2252

**City/State/ZIP:** \_\_\_\_\_ San Antonio TX 78266

**Telephone:** \_\_\_\_\_ 830.609.6246 **Email:** \_\_\_\_\_ ewetz@a1signstexas.com

### 2. PROPERTY OWNER (IF NOT APPLICANT\*):

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

**Name:** \_\_\_\_\_ Tom Hornseth

**Mailing Address:** \_\_\_\_\_ 100 Main Plaza

**City/State/ZIP:** \_\_\_\_\_ New Braunfels, Texas 78130

**Telephone:** \_\_\_\_\_ 210.749.3355 **Email:** \_\_\_\_\_ rabthh@co.comal.tx.us

### 3. ARCHITECT OR CONTRACTOR:

**Name:** \_\_\_\_\_ David Brouillard

**Company Name:** \_\_\_\_\_ HDR Architecture, Inc.

**Mailing Address:** \_\_\_\_\_ 1001 Fannin, Suite 525

**City/State/ZIP:** \_\_\_\_\_ Houston, Texas 77002

**Telephone:** \_\_\_\_\_ 713.335.1900 o 713.359.6462 m **Email:** \_\_\_\_\_ david.brouillard@hdrinc.com

4. **SUBJECT PROPERTY:**  
Property Address/Location: 199 Main Plaza, New Braunfels TX 78130  
  
**Legal Description:** Landa Building  
**Name of Subdivision:** \_\_\_\_\_  
**Lot(s):** \_\_\_\_\_ **Block(s):** \_\_\_\_\_ **Acreage:** \_\_\_\_\_  
**Existing Use of Property:** Landa Building / Comal County Courthouse

5. **SCOPE OF WORK (ATTACH ADDITIONAL PAGES IF NECESSARY):** See Attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:

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**Completed application**

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

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**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: 3-26-2020

Applicant Signature: \_\_\_\_\_

Emma Wetzel

Date: 03-26-20