



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: Stephen & Julie Swearingen
 Mailing Address: 731 Cambridge Dr
 City/State/ZIP: New Braunfels TX 78132
 Telephone: 210.859.2134 Email: DR.JULIE.SWEARINGEN@gmail.com
 (Julie)

2. PROPERTY OWNER (IF NOT APPLICANT*):

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

Name: Same as applicant
 Mailing Address: _____
 City/State/ZIP: _____
 Telephone: _____ Email: _____

3. ARCHITECT OR CONTRACTOR:

Name: Keith Wing
 Company Name: Keith Wing Custom Builders
 Mailing Address: 2027 State Hwy 46 West, Ste 106
 City/State/ZIP: New Braunfels, TX 78132
 Telephone: 830-266-9464 Email: Keith@keithwing.com

4. **SUBJECT PROPERTY:**

Property Address/Location: 464 S. Academy

Legal Description:

Name of Subdivision: Sophienburg Hill Historic

Lot(s): 25A Block(s): 4061 Acreage: 0.275

per
11/20/19
survey

Existing Use of Property: empty lot

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

Construction of personal (single family) residence.

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 *massing diagram*

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: *John M. Swearingen* Date: *7/24/20*

Applicant Signature: *(Same as above)* Date: _____