



Planning & Development Services Historic Preservation

550 Landa Street
New Braunfels, Texas 78130
(830) 221-4086

www.nbtexas.org/474/Historic-Preservation

Case No: _____

Meeting Date: _____

☐ Historic District

☐ Historic Landmark

Staff use only

Certificate of Alteration Application

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. **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 Caleb Gasperek (830-221-4086 or CGasperek@nbtexas.org) if you have questions about whether or not your project qualifies for administrative approval.

1. APPLICANT INFORMATION:

Name: Keller Living Trust (Steve + Rachelle Keller)

Mailing Address: 29446 Fm 3009

City/State/ZIP: New Braunfels Tx 78132

Telephone: 210-833-6481 Email: Kellerserushenterprises.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: Nathan Feingold

Company Name: New Braunfels Remodeling

Mailing Address: _____

City/State/ZIP: New Braunfels Tx 78130

Telephone: 830-232-1449 Email: nathan@newbraunfelsremodeling.com

SUBMITTAL CHECKLIST:

STAFF:	APPLICANT:
<input type="checkbox"/>	<input checked="" type="checkbox"/> Completed application Please note: Any application that is missing information will be considered incomplete and cannot be accepted.
<input type="checkbox"/>	<input checked="" type="checkbox"/> 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: <input checked="" type="checkbox"/> Site plan (one for existing and one for proposed conditions. Must indicate all proposed site changes, such as additions, alterations, new construction or demolition) <input checked="" type="checkbox"/> Elevation plans (must specify all exterior changes and exterior building materials and finishes to be used, i.e., siding, roofing, windows, doors, fences, etc.) <input checked="" type="checkbox"/> Floor plans <input checked="" type="checkbox"/> Roof plan (required for new construction affecting the roof)
<input type="checkbox"/>	<input checked="" type="checkbox"/> Material samples, specifications or manufacturer information
<input type="checkbox"/>	<input checked="" type="checkbox"/> Color photographs of the structure and site (Staff may require a site visit prior to meeting and is available to photograph the property)

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: 5/31/21

Applicant Signature: _____

Date: 5/25/21

KEEP THIS SECTION FOR YOUR RECORDS

Submittal Process:

1. Complete the application for a Certificate of Alteration for a City Landmark or Local Historic District with all required information, plans, and photographs.
2. Submit all application materials to the HPO.
3. Preliminary Review by HPO.
 - Applicants may have their projects reviewed by the HPO prior to submitting for final review by the Historic Landmark Commission (HLC). The HPO provides informal review of projects, may suggest revisions to plans and specifications to meet standards, and makes recommendations to the HLC regarding applications.
4. Historic Landmark Commission Meetings.
 - The HLC generally meets on the second Tuesday of every month at 8:30 a.m., unless otherwise announced. Applicants or their agent are advised to attend the meeting to present information to the HLC and to answer any questions the HLC may have regarding the project. Failure to attend a HLC meeting may result in a postponement or denial of your application.
5. Reviewed plans.
 - Once reviewed by the HLC, the HPO will provide a signed Certificate of Approval to the applicant within 10 business days after the meeting, unless further information is required by the HLC for release of the permit. A copy of the signed Certificate of Approval should be submitted to the Building Division with the building permit application.

GENERAL DESIGN GUIDELINES USED FOR REVIEW OF CERTIFICATES OF APPROPRIATESS FOR CITY LANDMARKS

The following guidelines, based upon the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties, are used to review projects in the Local Historic District and those that involve Local Historic Landmarks:

- Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment.
- The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed when possible. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object, or site shall be kept where possible.
- Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material shall reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.
- Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.

4. **SUBJECT PROPERTY:**

Property Address/Location: 555 Mill St.

Legal Description:

Name of Subdivision: _____

Lot(s): 6 Block(s): 3020 Acreage: 0.196

Existing Use of Property: Residential

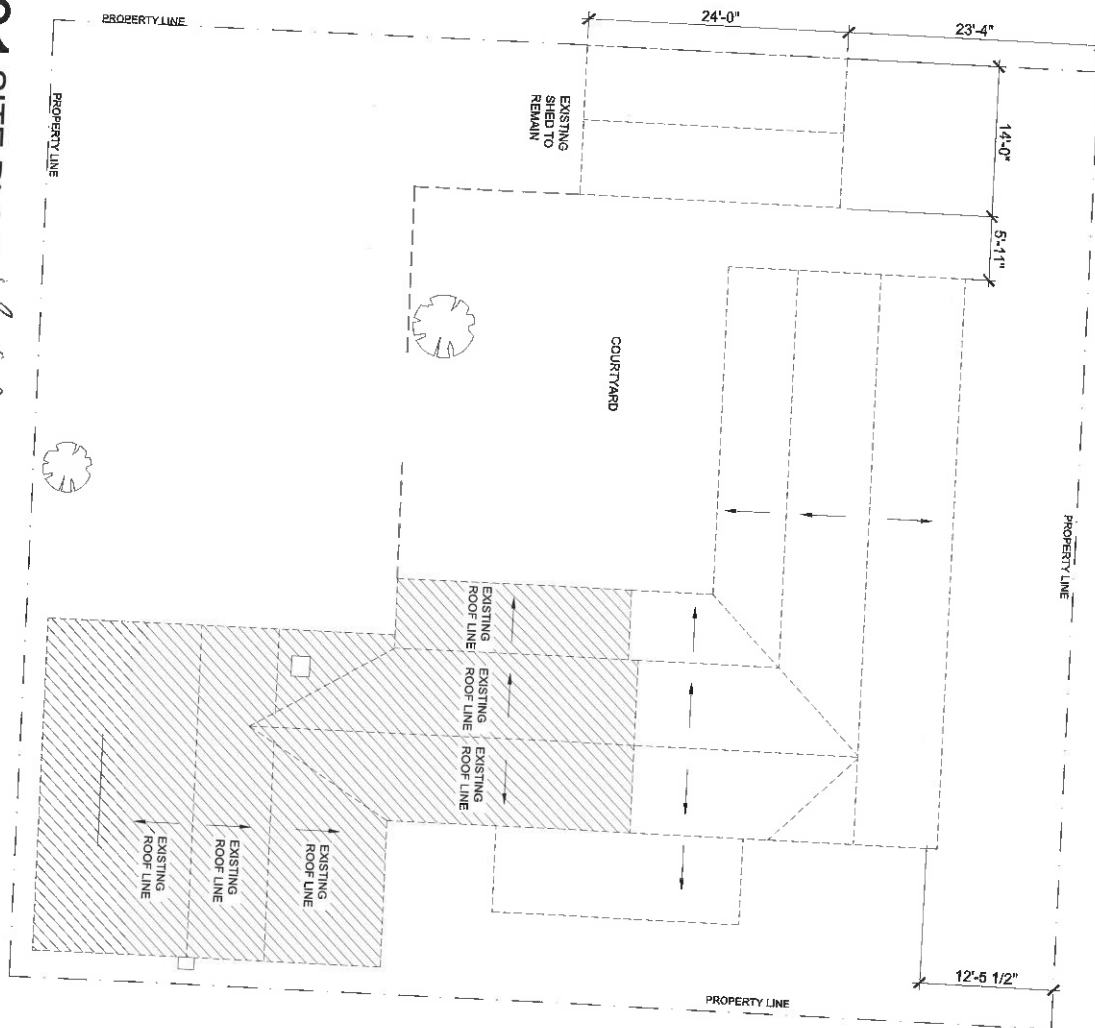
5. **SCOPE OF WORK (ATTACH ADDITIONAL PAGES IF NECESSARY):** See Attached

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;
- Signage for commercial properties;
- Re-cladding;
- Window & door replacement;
- Construction of new buildings;
- Changes in roof color or materials;
- Major landscape work (including pools);
- Changes in sidewalks;
- Changes in driveways; and,
- Demolition of buildings within historic districts.

01 SITE PLAN / Roof Plan

SCALE: 3/16" = 1'-0"



Ashley Bruchas
New Braunfels Remodeling, LLC
118 Brianwood Dr
New Braunfels, TX 78130
830.515.9747

Project Address:
554 W. Mill St.
New Braunfels, TX 78130

Site Plan
Existing & Proposed
Conditions
Scale: 3/16" = 1'-0"

Issued: 5.17.21

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