

B: Application



Planning & Development Services Historic Preservation
550 Landa Street
New Braunfels, Texas 78130
(830) 221-4086
www.nbtexas.org/474/Historic-Preservation

Case No: HST 21-308

Meeting Date: 9-14-21

☒ Historic District

☐ Historic Landmark

Sophienburg

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: RONALD HANNAN

Mailing Address: 397 S Academy Ave

City/State/ZIP: NEW Braunfels TX 78130

Telephone: 210-240-2173 Email: ron@fc25.net

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: SELF

Company Name: _____

Mailing Address: _____

City/State/ZIP: _____

Telephone: _____

Email: _____

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4. SUBJECT PROPERTY:

Property Address/Location: 397 S Academy Ave
New Braunfels TX 78130

Legal Description:

Name of Subdivision: _____

Lot(s): PT West Garden St Block(s): 1015 Acreage: 0.2540

Existing Use of Property: Residential, primary

5. SCOPE OF WORK (ATTACH ADDITIONAL PAGES IF NECESSARY): Build carport at
end of driveway - 14W X 30L, All steel construction
materials - posts, beams, and roofing panels. A small deck
will be positioned to the rear of the carport, and
be under the carport roof, 10' in length. All pictures,
plans, diagrams, elevation uploaded to Permit Portal.
Variance required and approved Sep 2020, Case Z-20-014.

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.

SUBMITTAL CHECKLIST:

STAFF:

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☐ Completed application

☐ Dimensioned and scaled building plans

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 (required for new construction affecting the roof)

- ☐ **Material samples, specifications or manufacturer information**
- ☐ **Color photographs of the structure and site (Staff may require a site visit prior to meeting and is available to photograph the property)**

Property Owner's Signature: [Signature] Date: Aug 23, 2021

Applicant Signature: [Signature] Date: Aug 23, 2021