

B: Application



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

Case No: <u>HST 21-346</u>	RECEIVED SEP 23 2021 BY: <u>PR</u>
Meeting Date: <u>10-12-21</u>	
<input checked="" type="checkbox"/> Historic District <u>Sophienburg</u>	
<input type="checkbox"/> 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: [REDACTED]
Mailing Address: 572 Magazine Ave
City/State/ZIP: New Braunfels Tx 78130
Telephone: [REDACTED]

2. PROPERTY OWNER (IF NOT APPLICANT*):

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

Name: [REDACTED]
Mailing Address: [REDACTED]
City/State/ZIP: [REDACTED]
Telephone: [REDACTED] Email: [REDACTED]

3. ARCHITECT OR CONTRACTOR:

Name: Champion windows
Company Name: "
Mailing Address: 6021 Randolph Boulevard
City/State/ZIP: San Antonio Tx 78233
Telephone: 210-564-1953 Email:

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4. SUBJECT PROPERTY:

Property Address/Location: _____

Legal Description: _____

Name of Subdivision: Sophienburg Hill Historic Property ID 2201

Lot(s): 6 Block(s): 4067 Acreage: _____

Existing Use of Property: Residential

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

See proposed contract. Replace 21 windows with custom built windows. Current windows do not open properly & have significant air/energy leaks. Neighbor @ 563 Magazine had windows replaced this summer. Ours will be the same color/style etc as that residence. See attached photos

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: ☐ ☐ ☐ ☐

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

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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.

☐ 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

☐☐

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

☐ Overall elevation views

☐ Close-ups of all affected areas being modified

Property Owner's Signature:

Date. 04.23.2021

Applicant Signature:

Date: 09.23.2021