

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: <u>HST21-323</u>
Meeting Date: <u>10-12-21</u>
<input checked="" type="checkbox"/> Historic District <u>Sophienburg</u>
<input type="checkbox"/> Historic Landmark
Staff use only

Certificate of Alteration Application

NO FEE

Filled out by Caleb from CW Submittal For physical case file

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: Drew Williams

Mailing Address: 565 S. Academy

City/State/ZIP: New Braunfels, TX 78130

Telephone: 830-305-5000 Email: drewewilliams@gmail.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: _____

Company Name: _____

Mailing Address: _____

City/State/ZIP: _____

Telephone: _____ Email: _____

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4. SUBJECT PROPERTY:
Property Address/Location: 555 S. Academy

Legal Description:
Name of Subdivision: _____
Lot(s): _____ Block(s): _____ Acreage: _____
Existing Use of Property: _____
5. SCOPE OF WORK (ATTACH ADDITIONAL PAGES IF NECESSARY):
Demo of building w/in Sophienburg
Hill HD

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.