

## B: Application



### Planning & Development Services Historic Preservation

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

[www.nbtexas.org/474/Historic-Preservation](http://www.nbtexas.org/474/Historic-Preservation)

Case No: HST21-353

Meeting Date: 8-12-21

☒ Historic District Downtown

☐ 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](mailto:CGasperek@nbtexas.org)) if you have questions about whether or not your project qualifies for administrative approval.

### 1. APPLICANT INFORMATION:

Name: Sarah McDaniel

Mailing Address: 123 S. Academy Ave

City/State/ZIP: New Braunfels, TX 78130

Telephone: \_\_\_\_\_ Email: Woodenale@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: \_\_\_\_\_

*Filled out by Caleb from online  
submittal*

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4. SUBJECT PROPERTY:

Property Address/Location: 123 S. Academy Ave.

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 shed, removal & replacement  
of 2 non-historic windows

**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.