

## 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: \_\_\_\_\_

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

### 1. APPLICANT INFORMATION:

Name: Doreen Fisher

Mailing Address: 708 W Mill St

City/State/ZIP: NB TX 78130

Telephone: 512.426.4292

Email: me.doreenfisher@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: Charles Wimberley

Company Name: Wimberley Woodworks

Mailing Address: 10 Herry Court

City/State/ZIP: NB TX 78130

Telephone: 830.832.6920

Email: charlie@wimberleywoodworks.com

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4.

SUBJECT PROPERTY:

Property Address/Location: 708 W Mill St NBTX 78130

Legal Description:

Name of Subdivision: CITY

Lot(s): 13Block(s): 3018Acreage: 0.2149

Existing Use of Property: residential

5.

SCOPE OF WORK (ATTACH ADDITIONAL PAGES IF NECESSARY): Add approximately 535

square feet on the rear and left side of the house, adding one bathroom, expanding the

kitchen, adding living space, and adding laundry space. Exterior materials will be matched

where possible, with intent to use same/similar materials, custom milling, and other

techniques to achieve conformation of appearance.

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.





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**SUBMITTAL CHECKLIST:**

STAFF:	APPLICANT:
<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Completed application</b>  Please note: Any application that is missing information will be considered incomplete and cannot be accepted.
<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Dimensioned and scaled building plans</b>  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"/> <b>Material samples, specifications or manufacturer information</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Color photographs of the structure and site (Staff may require a site visit prior to meeting and is available to photograph the property)</b>

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. Additionally, the signature indicates that the applicant or their agent has read and acknowledged the following page regarding the submittal process and the review criteria for a Certificate of Alteration.

Property Owner's Signature:		Date:	18 OCT 2021
Applicant Signature:		Date:	18 OCT 2021