

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: _____

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) if you have questions about whether or not your project qualifies for administrative approval.

1. APPLICANT INFORMATION:

Name: Cameron Shawn Corzine
Mailing Address: 112 Bear Creek Trail
City/State/ZIP: New Braunfels TX 78132
Telephone: 830-481-3886 Email: CameronCorzine@gmail.com

2. PROPERTY OWNER (IF NOT APPLICANT*):

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

Name: Corzine
Mailing Address: 112 Bear Creek Trail
City/State/ZIP: New Braunfels TX 78132
Telephone: 830-214-4797 Email: Shaina@lbvhome.com

3. ARCHITECT OR CONTRACTOR:

Name: Mark Stuart
Company Name: 24/7 Design PLLC
Mailing Address: 605 Ridgely Drive
City/State/ZIP: New Braunfels tx 78130
Telephone: 830-337-4444 Email: Mark@markstuartarchitect.com

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4. **SUBJECT PROPERTY:**

Property Address/Location: 204 W. San Antonio Street,
125 N. Castell Street, 214 W. San Antonio St.

Legal Description:

Name of Subdivision: _____

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

Existing Use of Property: _____

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

Construct ~9,400 SF Bar & Restaurant on Rooftop
Existing Red Stag Building & Seguin Beauty
buildings at 204 & 214 West San Antonio
Lower level entry is at 125 N. Castell
at rear of facility.

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

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: Shaina Coyne Date: 10-6-21

Applicant Signature: [Signature] Date: 10-6-21

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KEEP THIS SECTION FOR YOUR RECORDS

Submittal Process:

1. Complete the application for a Certificate of Alteration for a City Landmark or Local Historic District with all required information, plans, and photographs.
2. Submit all application materials to the HPO.
3. Preliminary Review by HPO.
 - Applicants may have their projects reviewed by the HPO prior to submitting for final review by the Historic Landmark Commission (HLC). The HPO provides informal review of projects, may suggest revisions to plans and specifications to meet standards, and makes recommendations to the HLC regarding applications.
4. Historic Landmark Commission Meetings.
 - The HLC meets on the second Tuesday of every month at 8:30 a.m., unless otherwise announced. Applicants or their agent are strongly advised to attend the meeting to present information to the HLC and to answer any questions the HLC may have regarding the project. Failure to attend a HLC meeting may result in a postponement or denial of your application.
5. Reviewed plans.
 - The HPO will provide a signed Certificate of Approval to the applicant within 10 business days after the meeting, unless further information is required by the HLC for release of the permit. A copy of the signed Certificate of Approval should be submitted to the Building Division with the building permit application.

CRITERIA FOR APPROVAL OF AN ALTERATION CERTIFICATE

The following guidelines, based upon the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties, can be found in Sec. 66-58 of the New Braunfels Code of Ordinances.

1. Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment.
2. The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed when possible. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object, or site shall be kept where possible.
6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material shall reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
10. Wherever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.