

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: HST21-380

Meeting Date: 11-9-21

☒ Historic District Sophienburg

☐ 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: Morris & Bermudez, PLLC

Mailing Address: 299 W. San Antonio

City/State/ZIP: NB, TX, 78130

Telephone: 830-626-8779 Email: airvin@mmbilaw.com

2. PROPERTY OWNER (IF NOT APPLICANT*):

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

Name: Monica Jergins

Mailing Address: 311 Camel Ave

City/State/ZIP: NB, TX, 78130

Telephone: 860-237-9828 Email: monicajergins@yahoo.com

3. ARCHITECT OR CONTRACTOR:

Name: _____

Company Name: _____

Mailing Address: _____

City/State/ZIP: _____

Telephone: _____ Email: _____

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4. SUBJECT PROPERTY:

Property Address/Location: 456 Magazine

Legal Description:

Name of Subdivision: _____

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

Existing Use of Property: _____

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

New Build, SFH

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.