



**Planning & Community Development Dept.
Historic Preservation**
550 Landa Street
New Braunfels, Texas 78130
(830) 221-4050 www.nbtexas.org

Case No: _____ Meeting Date: _____ <input type="checkbox"/> Historic District <input type="checkbox"/> Historic Landmark <p style="text-align: right;"><i>Submittal date – office use only</i></p>
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**APPLICATION FOR A CERTIFICATE OF ALTERATION FOR
A CITY LANDMARK OR LOCAL HISTORIC DISTRICT
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 and any approvals shall be included in the 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 the HPO if you have questions about whether or not your project qualifies for administrative approval.

1. APPLICANT INFORMATION:

Name: _____
Mailing Address: _____
City/State/ZIP: _____
Telephone: _____ **Email:** _____

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:** _____

4. **SUBJECT PROPERTY:**

Property Address/Location: _____

Legal Description:

Name of Subdivision: _____

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

Existing Use of Property: _____

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

The Historic Landmark Commission (HLC) reviews proposed exterior and site changes to City Historic Landmarks and properties in Local Historic Districts to assist owners in retaining the character-defining architectural features of important historic sites and districts. An approved Certificate of Alteration from the HLC is required in advance of performing all non-routine exterior and site work, including installation of signage. Your building permit will not be released without an approved Certificate of Alteration review by the City Historic Preservation Officer (HPO) or the HLC.

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;
- Re-cladding;
- Window replacement;
- Construction of new buildings;
- Changes in roof color or materials;
- Major landscape work (including pools);
- Changes in sidewalks; and,
- Changes in driveways.

Historic Landmark Commission review is usually not required for ordinary maintenance work such as re-painting and performing routine repairs using like materials. Please check with the City HPO if you are uncertain whether an HLC review is required.

SUBMITTAL CHECKLIST:

STAFF:

APPLICANT:

Completed application

Please note: Any application that is missing information will be considered incomplete and cannot be accepted.

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:

- Site plan (one for existing and one for proposed conditions. Must indicate all proposed site changes, such as additions, alterations, new construction or demolition)
- Elevation plans (must specify all exterior changes and exterior building materials and finishes to be used, i.e., siding, roofing, windows, doors, fences, etc.)
- Floor plans
- Roof plan

Material samples, specifications or manufacturer information

Color photographs of the structure and site

Please note: For review purposes electronic submittal of photos is preferred.

Must include the following:

- Overall elevation views
- Close-ups of all affected areas being modified

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.

Property Owner's Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____

INTENTIONALLY BLANK

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 generally meets on the second Tuesday of every month at 8:30 a.m., unless otherwise announced. Applicants or their agent are 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.
 - Once reviewed by the HLC, 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.

GENERAL DESIGN GUIDELINES USED FOR REVIEW OF CERTIFICATES OF APPROPRIATENESS FOR CITY LANDMARKS

The following guidelines, based upon the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties, are used to review projects in the Local Historic District and those that involve Local Historic Landmarks:

- 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.
- 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.
- 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.
- 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.
- Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object, or site shall be kept where possible.
- 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.
- 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.
- Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.
- 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.