



PLANNING & DEVELOPMENT SERVICES

APPLICATION FOR ADMINISTRATIVE APPROVAL OF ALTERATIONS TO HISTORIC LANDMARKS & HISTORIC DISTRICTS

*City of New Braunfels, Historic Preservation
550 Landa Street, New Braunfels TX 78130 (830) 221-4086*

1. **Date:** _____
2. **Address:** _____
3. **Applicant Name:** _____
4. **Phone/Email:** _____
5. **Contractor:** _____
6. **Phone/Email:** _____
7. **Historic District or Landmark name:** _____
8. **Description of the proposed external alteration or repair. Attach any supplemental materials such as material specs or drawings to this completed application.**

Applicant Signature

Date

Sec. 66-63. Ordinary Maintenance. Ordinary repair or maintenance which does not involve changes in exterior architectural features and which does not otherwise affect the historical value or style may still require a building permit, but shall be exempt from the requirements of an alteration certificate. Exterior architectural feature is construed to include, but is not limited to, architectural style and general arrangement of such portion of the exterior of a structure as is desired to be open to view from a public way. In-kind replacement or repair is included in this definition of ordinary maintenance. Requests for permits for repair or maintenance of a landmark or property which is a city designated historic landmark or within a city designated historic district shall be reviewed and approved by the historic preservation officer prior to issuance of the permit in order to determine whether an alteration certificate is required. (Ord. No. 96-9, § I, 2-26-96)

HPO Signature of Approval: _____

For more information please contact Caleb Gasparek at CGasparek@nbtexas.org