



PLANNING & DEVELOPMENT SERVICES

Planning & Development Services Department  
550 Landa Street  
New Braunfels, TX 78130  
(830) 221-4086 [www.nbtexas.org](http://www.nbtexas.org)

**Office Use Only**

Date Received: \_\_\_\_\_

Circle One: Administrative / HLC

HLC Meeting Date: \_\_\_\_\_

Staff Reviewer Initials: \_\_\_\_\_

## **Certificate of Alteration Application**

**Date:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

**Property Owner Address:** \_\_\_\_\_

**Property Owner Phone/Email:** \_\_\_\_\_

**Applicant Name (if different from owner):** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Applicant Phone/Email:** \_\_\_\_\_

**Historic District or Landmark name:** \_\_\_\_\_

**Please provide a detailed description of each request item associated with your project. You may include separate pages if needed as a PDF or Word Document.**

## Required Attachments

- Current color pictures of all sides of the building impacted by the work. If the work is associated with fencing or other site work, please provide current color pictures of the front of the main structure and pictures of areas where the site work is proposed.
- An accurate annotated site plan of the property displaying fence locations, building setbacks and accurate dimensions. Site plans are required for: new/replacement fences, landscaping, site work/swimming pool installation, new construction including additions and new buildings.
- Measured to-scale elevation drawings. Elevation drawings are required for: all new construction including additions and new buildings, awnings, porches, roof modifications, and any exterior modifications.
- Specifications of materials to be used. This may include pictures of the material, manufacturer specifications, etc.
- Signage mockup (this is only required for commercial signage requests)

## By signing the application below, you agree and acknowledge the following:

- No request will be determined complete until all supporting materials are received and verified by the Historic Preservation Officer (HPO).
- You may be required to appear before the Historic Landmark Commission (HLC) if the request is not eligible for administrative approval; action on your item may be delayed if you do not attend the scheduled HLC hearing.
- Following each HLC hearing, the HPO shall provide a copy of the Certificate of Alteration (COA) or Commission Action letter to the applicant.
- If an applicant is dissatisfied with the action of the HLC relating to the issuance or denial of a COA, the applicant may appeal to the City Council within 30 days after receipt of notification.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Please email complete applications and required documents to Katie Totman at [Ktotman@nbtexas.org](mailto:Ktotman@nbtexas.org)**

### **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, § 1, 2-26-96)