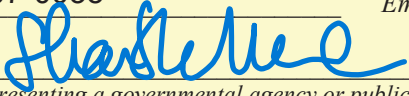




UDC Amendment Request Application for Internal Parties
(City of San Antonio Departments)

Part 1. Applicant Information

Name: Shanon Miller Organization (if applicable): Office of Historic Preservation
Address: 1901 S Alamo
Phone: 210-207-0035 Email: shanon.miller@sanantonio.gov
Signature:  Date: 1. 31. 22
(Include title if representing a governmental agency or public/private organization)

Part 2. Basis for Update (check only one)

- ☐ Clarification amendments to provide for ease of interpretation and understanding of the existing provisions of the UDC
(Note: Clarification amendments should not change or alter the intent or meaning of existing UDC provisions)
- ☐ Editing change that does not alter the impact of the provisions being addressed including changes such as spelling, grammar correction, formatting, text selection, or addition of text in compliance with existing ordinance, statutes or case law
- ☐ Completed Rule Interpretation Determination (RID)
- ☐ Requested by the Zoning Commission, Planning Commission, Board of Adjustment, HDRC, City Council or other appropriate city board or council (CCR, resolution or signature of the chairperson is required)
- ☒ City of San Antonio Staff Amendment

Part 3. Reason(s) for Update (check all that apply)

- ☒ Modify procedures and standards for workability and administrative efficiency
- ☐ Eliminate unnecessary development costs
- ☐ Update the procedures and standards to reflect changes in the law or the state of the art in land use planning and urban design
- ☐ See Part 4 (if none of the provided choices in this section apply, please discuss the reasons for the proposed update in Part 4)

Part 4. Summary of Proposed Update with Suggested Text (see application instructions)

35-B129 Historic Preservation Materials. See Attached.

Part 5. Cost Impact Statement

Section 35-11(a) of the UDC requires that all requests for amendments include a Cost Impact Statement. The Cost Impact Statement should be justified with substantiating information, such as cost estimates or studies.

The requested change to the UDC (*please check appropriate box*):

By how much?

(Indicate either a dollar amount or percentage above or below current construction and/or development costs)

- A. ☒ Will not impact the cost of construction and/or development.
- B. ☐ Will increase the cost of construction and/or development.
- C. ☐ Will decrease the cost of construction and/or development.

Part 6. Cost Impact Narrative and Back-Up Information

Please fully quantify the Cost Impact Statement that was provided in Part 5. Attach all relevant data and associated costs that you wish to have considered as well as a narrative explaining how the Cost Impact Statement was developed. If you need additional space, please attach additional sheets.

Be sure to:

- *Consider and indicate initial and long-term maintenance costs;*
- *Consider city cost (i.e. personnel costs and costs to enforce);*
- *Indicate and be able to rationalize the baseline (current costs) and the cost projections associated with your request.*

N/A

UDC 2021 Proposed Amendment

Amendment 20-16**Applicant:** Office of Historic Preservation**Amendment Title** – ‘Sec. 35-B129. – Historic Preservation Materials.’**Amendment Language:**Sec. 35-B129. – Historic Preservation Materialsa. Certificate of Appropriateness.

1. An application for ALL Certificate of Appropriateness requests shall include the following:
 - i. Digital photos of each side the structure being worked on and where work is taking place. All photos must be clear, current, and in full color.
 - ii. A written narrative detailing the proposed scope of work being requested;
 - iii. Drawings and specifications related to the proposed scope of work. All drawings must be accurate, to scale, and representative of the work to take place. Most applications will require only architectural design drawings, although additional drawings may be necessary to fully explain the proposed scope of work.
 - iv. Material samples and specifications where applicable;
 - v. Any required fees where applicable.
2. An application for a Certificate of Appropriateness for ADDITIONS shall include the following:
 - i. Measured and to scale site plan, roof plan, and building elevations of each side of the proposed addition;
 - ii. Measured and to scale floor plan(s) that include window and door locations and an accurate footprint;
 - iii. Measured and to scale demolition plan where applicable;
 - iv. Specifications of proposed windows and doors including a window and door schedule where multiple types and dimensions are proposed.
 - v. Specifications of proposed roofing material;
 - vi. Specifications of proposed siding material;
 - vii. A line of sight diagram or perspective rendering for any rear addition that exceeds the height of the existing structure that demonstrates visibility from the public right of way.

3. Certificate of Appropriateness for NEW CONSTRUCTION shall include the following:

- i. Measured and to scale site plan, floor plan(s), roof plan, and building elevations of each side of the proposed structure;
- ii. Detailed landscaping and hardscaping plan showing proposed driveways and parking areas, fencing, and building footprints;
- iii. Measured and to scale wall section at typical window;
- iv. Schedules and specifications of proposed windows and exterior doors;
- v. Specifications of proposed roofing material, details, color, and accessories;
- vi. Specifications of proposed siding material;
- vii. Infill projects having two or more attached or detached units on a single parcel or two or more detached single-family dwellings developed as part of a platted subdivision in residential historic districts shall also complete and submit the Infill Design Application Supplement worksheets provided by OHP staff.

4. Certificate of Appropriateness for WINDOW REPLACEMENT shall include the following:

- i. Current color photos of the existing structure;
- ii. Window schedule featuring a floor plan indicating each window proposed for replacement;
- iii. Current color photos of the interior and exterior of each window proposed for replacement, numbered to correspond with the floor plan;
- iv. Specifications of proposed replacement windows including material, profile, and dimensions, and a schedule where multiple types and dimensions are proposed.
- v. Requests for window replacement may require a staff site visit to determine if existing windows are deteriorated beyond repair.

5. Certificate of Appropriateness for SIGNAGE shall include the following:

- i. Current color photos of the existing structure or site where proposed signage will be located;
- ii. Site plan of the property that indicates where signage will be located;
- iii. Specifications of proposed signage including dimensions, color, materials, lighting, installation method, etc.;
- iv. Color rendering(s) noting the proposed sign as it would appear once installed. For internally illuminated signs, this should include a night rendering.
- v. Master signage plans should include general sign locations, sizes, lettering, and associated tenant key.

6. Certificate of Appropriateness for FENCING shall include the following:

- i. Current color photos of the front of the house and areas where fence is to be located;
- ii. To scale site plan that illustrates where on the property the fence is to be located;

- iii. Drawing or photos of the proposed fence design including total heights for each section of proposed fencing.

7. Certificate of Appropriateness for DRIVEWAYS/SIDEWALKS/WALKWAYS and PARKING LOTS shall include the following:

- i. Current color photos of the existing conditions where work is taking place;
- ii. To scale site plan that illustrates the location and proposed dimensions of the site elements;
- iii. Details and dimensions showing any proposed designs or materials to be used.
- iv. Site plan for parking lots depicting layout, configuration, areas of impervious coverage, lighting, and landscaping buffers.

8. Certificate of Appropriateness for ROOF REPLACEMENT/REPAIRS shall include the following:

- i. Current color photos of the structure and the existing conditions of the roof;
- ii. Specifications on the proposed replacement materials, details, color, and accessories;
- iii. A roof plan or aerial view of the structure that indicates where work is taking place.

9. Certificate of Appropriateness for LANDSCAPING shall include the following:

- i. Current color photos of the areas where landscaping changes are proposed;
- ii. An accurate site plan that illustrates proposed landscaping changes including location of plantings, ground cover, and other elements;
- iii. Specifications on proposed rock, mulch, stepping stones, etc. indicating color and dimensions.

10. Certificate of Appropriateness for SWIMMING POOLS, FISH PONDS, FOUNTAINS shall include the following:

- i. Current color photos of the areas where items will be installed;
- ii. An accurate site plan that illustrates proposed locations and dimensions;
- iii. Specifications on proposed material, design, dimensions, and any special equipment to operate the proposed feature.

11. Certificate of Appropriateness for GAZEBOS, PLAYGROUNDS, and SPORT COURTS shall include the following:

- i. Current color photos of the areas where items will be installed;
- ii. An accurate site plan that illustrates proposed locations and dimensions;
- iii. Specifications on proposed materials.

12. Certificate of Appropriateness for FOUNDATION/SKIRTING shall include the following:

- i. Current color photos of all four sides of the house that show existing conditions;

- ii. If skirting is being replaced, please provide specific details on proposed skirting material, details, and accessories.

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13. Certificate of Appropriateness for MECHANICAL EQUIPMENT/UTILITIES shall include the following:

- i. Current color photos of existing conditions of area where equipment will be located;
- ii. A site plan of the property that indicates where equipment will be installed;
- iii. Indicate if any equipment is proposed to be attached to any structures;
- iv. Provide specifications of screening material.

-

14. Certificate of Appropriateness for TELECOMMUNICATION EQUIPMENT ON NEW OR EXISTING POLES shall include the following:

- i. Current color photos of existing conditions of area where equipment will be located;
- ii. A site plan of the property that indicates where equipment will be installed;
- iii. Photo-sim or rendering of the proposed pole and related equipment
- iv. For new poles, a documented study that finds collocation of new equipment onto existing poles to be infeasible collocation within the immediate block or a 250 feet radius.
- v. For installation on private property, a letter of authorization from the private property owner.
- vi. For installation in the public right-of-way, the associated permit number for interdepartmental review.

-

b. Demolition.

1. Applications for demolition review of NON-DESIGNATED PROPERTIES shall include the following:

- i. Current color photos of each side of each structure to be demolished;
- ii. An accurate site plan showing all buildings on the property.

-

2. Applications for a Certificate of Appropriateness for demolition of a DESIGNATED PROPERTY shall include the following:

- i. Current color photos of each side of each structure to be demolished;
- ii. An accurate site plan of the property;
- iii. Proof of economic hardship including engineer's letter, estimates for rehabilitation, and other documentation as outlined in Section 35-614;
- iv. Replacement plans for the property.

-

c. Historic Tax Incentive.

1. Historic Tax Incentive, Part 1 (Historic Tax Certification). Applications for Part 1 of the Historic Rehabilitation Project shall include the following:

- i. Current color photos of the exterior and interior of the structure, and of the front from the street;

- ii. One set of complete plans for restoration and rehabilitation for interior and exterior. This may include drawings or additional photos;
- iii. A detailed written narrative explaining the proposed scope of work;
- iv. Itemized list of expected work to the interior and exterior;
- v. Projected time schedule.

2. Historic Tax Incentive, Part 2. (Historic Tax Verification) Applications for Part 2 of the Historic Rehabilitation Project shall include the following:

- i. Detailed narrative explaining complete work;
- ii. Final itemized list of costs for the rehabilitation work;
- iii. Completed time schedule;
- iv. Current color photos of the finished rehab, interior and exterior;
- v. Final building inspection clearance: this may include closed permits, Certificates of Appropriateness, or Certificates of Occupancy. Please include copies or case numbers.

d. Archaeological Survey Requirements.

- 1. Refer to UDC subsection 35-412(a)(3) and Appendix B, Table 101-1, #27.

e. Historic Assessments

- 1. Applications for designation verification do not require attachments.
- 2. Applications for historic assessments/non-contributing determinations shall include:
 - i. Photos of all structures on property
 - ii. Site plan showing location of structures on parcel

f. Landmark Designations & Requests for Review of Historic Significance

- 1. Applications for designation as an individual landmark may be submitted by the property owner and shall include:
 - i. Photos of all structures on the property
 - ii. Site plan showing location of structures on parcel
 - iii. Documentation of current ownership
 - iv. Statement of significance explaining how the property meets at least three of the criteria listed in Sec. 35-607(b)
- 2. Applications for a finding of historic significance may be submitted by anyone for review and determination of eligibility and shall include:
 - i. Photos of all structures on the property or as available from the public right-of-way
 - ii. Site plan showing location of structures on parcel
 - iii. Documentation of current ownership
 - iv. Statement of significance explaining how the property meets at least three of the criteria listed in Sec. 35-607(b)
 - v. A completed petition (included in the application) which includes the printed names, addresses, and signatures of 15 individuals residing within the City of San Antonio supporting the application
 - vi. Completion of resource worksheet included in the application

g. Archaeological Survey Requirements

1. Refer to UDC subsection 35-412(a)(3) and Appendix B, Table 101-1, #27.

~~Sec. 35-B129. Historic Preservation Materials.~~

- (a) **Certificate of Appropriateness.** ~~An application for a certificate of appropriateness shall include the following:~~

- (1) ~~Applications for new construction shall include preliminary plans with building elevations including:~~

- ~~A. Working scale drawings/specifications;~~
- ~~B. Drawings eight and one half by eleven (8½ x 11) inch reproducible sheets;~~
- ~~C. Scale site plan;~~
- ~~D. Photographs of building site for new construction;~~
- ~~E. Paint samples with brand name and number;~~
- ~~F. Roofing material sample;~~
- ~~G. Siding sample;~~
- ~~H. Letter of permission from property owner (if the applicant is not the owner).~~

- (2) ~~Applications requesting an addition to an existing building shall include:~~

- ~~A. Preliminary plans with building elevations;~~
- ~~B. Scale drawing of addition in relation to structure;~~
- ~~C. Working scale drawings/specifications;~~
- ~~D. Scale site plan;~~
- ~~E. Drawings eight and one half by eleven (8½ x 11) inch reproducible sheets;~~
- ~~F. Photographs of structure showing current appearance;~~
- ~~G. Photographs of all exterior sides (include all four (4) sides of building);~~
- ~~H. Colors (sample);~~
- ~~I. Letter of permission from property owner (if the applicant is not the owner).~~

- (3) ~~Applications requesting the installation of signage shall include the following information:~~

- ~~A. Working scale drawings/specifications;~~
- ~~B. Scale drawing of sign in relation to structure;~~
- ~~C. Scale site plan;~~
- ~~D. Drawings eight and one half by eleven (8½ x 11) inch reproducible sheets;~~
- ~~E. Photograph of location of proposed signage on structure/property;~~
- ~~F. Photographs of structure and all exterior sides affected by proposed work;~~
- ~~G. Type of materials to be used for sign;~~
- ~~H. Colors (samples) as applied to sign;~~
- ~~I. Size/style of lettering;~~

J.—Illumination plan;

K.—Letter of permission from property owner if the applicant is not the owner.

(4) Applications requesting the installation or erection of a fence shall include:

A.—Description of the type/design of fence;

B.—Scale of drawing of members with specifications;

C.—Scale site plan;

D.—Drawings eight and one-half by eleven (8½ x 11) inch reproducible sheets;

E.—Photographs of structure and all exterior sides affected by proposed work;

F.—Letter of permission from property owner if applicant is not the owner.

(5) Applications requesting the installation of driveways, sidewalks and parking lots shall include:

A.—Description of the type/design of driveway/sidewalk;

B.—Drawings eight and one-half by eleven (8½ x 11) inch reproducible sheets;

C.—Scale site plan;

D.—Photographs of structure, location and all exterior sides affected by proposed work;

E.—Landscaping plans (if any);

F.—Colors (sample);

G.—Letter of permission from property owner if the applicant is not the owner.

(6) Applications requesting repainting involving a color change shall include:

A.—Type of material;

B.—Colors (sample);

C.—Description of design;

D.—Photographs of structure and all exterior sides affected by proposed work;

E.—Letter of permission from property owner if the applicant is not the owner.

(7) Applications requesting reproofing involving a material/color change shall include:

A.—Type of material (sample or cut sheet);

B.—Colors (sample);

C.—Description of design;

D.—Photographs of structure and all exterior sides affected by proposed work;

E.—Letter of permission from property owner if the applicant is not the owner.

(8) Applications involving the installation of landscaping shall include:

A.—Working scale drawings/specifications;

B.—Scale site plan;

C.—Drawings eight and one-half by eleven (8½ x 11) inch reproducible sheets;

D.—List of plants or trees;

E.—Photographs of structure and area to be landscaped;

F.—Location of lighting, walkways, decking, pools, fountains, gazebos, or pool/equipment houses;

~~G.—Letter of permission from property owner (if applicant is NOT owner);~~

~~H.—Sprinkler system (if any).~~

~~(9) Applications involving swimming pools, fish ponds or fountains shall include:~~

~~A.—Working scale drawings/specifications;~~

~~B.—Scale drawing in relation to structure;~~

~~C.—Scale site plan;~~

~~D.—Drawings eight and one half by eleven (8½ x 11) inch reproducible sheets;~~

~~E.—Type/design of swimming pool, fish pond and/or fountain;~~

~~F.—Photographs of structure (all exterior sides) and area affected by proposed work;~~

~~G.—Colors (sample);~~

~~H.—Letter of permission from property owner if the applicant is not the owner.~~

~~(10) Gazebos—Bath house and decking:~~

~~A.—Working scale drawings/specifications;~~

~~B.—Scale drawing in relation to structure;~~

~~C.—Scale site plan;~~

~~D.—Drawings eight and one half by eleven (8½ x 11) inch reproducible sheets;~~

~~E.—Photographs of structure (all exterior sides) and area affected by proposed work;~~

~~F.—Colors (sample);~~

~~G.—Letter of permission from property owner if the applicant is not the owner.~~

~~(11) Tennis courts and playgrounds:~~

~~A.—Working scale drawings/specifications;~~

~~B.—Scale drawing in relation to structure;~~

~~C.—Scale site plan;~~

~~D.—Drawings eight and one half by eleven (8½ x 11) inch reproducible sheets;~~

~~E.—Photographs of structure (all exterior sides) and area affected by proposed work;~~

~~F.—Colors (sample);~~

~~G.—Letter of permission from property owner (if the applicant is not the owner).~~

~~(12) Dumpsters, air conditioning, water coolers, and other mechanical systems:~~

~~A.—Scale site plan;~~

~~B.—Scale drawing of screening plan;~~

~~C.—Photographs of structure and installation sites;~~

~~D.—Location of condensers, transformers, or other systems in relation to building(s) and adjacent properties;~~

~~E.—Underground utility plan;~~

~~F.—Letter of permission from property owner if applicant is not the owner.~~

~~(b) **Demolition.** Applications requesting demolition shall include:~~

~~(1) Photographs of structure;~~

- ~~(2) — Scale site plan;~~
~~(3) — Proposed use after demolition (conceptual plan);~~
~~(4) — Letter of permission from property owner (if applicant is NOT owner);~~

The application shall include a demolition form as follows:



**CITY OF SAN ANTONIO
Office of Historic Preservation**

DEMOLITION FORM

Please fill in all blanks.



Application for permit to demolish the structure located at _____

NCB _____ Block _____ Lot _____ Zoning _____

Name of Property Owner: _____

Mailing Address: _____

Business Telephone: _____ Home Telephone: _____

Name of Contractor: _____ License No.: _____

Mailing Address: _____

Business Telephone: _____ Home Telephone: _____

Approximate Date Built: _____

The structural frame is _____

Historic District: _____ or Historic Landmark: _____

Type of structure: (A) Commercial _____ (B) Residential _____ (C) Accessory _____

Why is structure to be demolished? _____

Submitted by:

Applicant Name: _____ Telephone No.: _____

Address: _____ Zip Code: _____

Applicant Signature: _____

Property Owner Signature: _____

(If different from applicant)

DISPOSITION OF REQUEST

Permit to be issued: _____

Research to be done: _____

Referred to Historic and Design Review Commission: _____

Remarks or special recommendation where applicable: _____

Historic Preservation Officer / /
Date

PHOTOGRAPHS OF THE BUILDING TO BE DEMOLISHED ARE REQUIRED FOR CLEARANCE
(one photo per elevation for a total of 4 photos)

~~(c) — Tax Abatement Project.~~

Applications for a tax abatement project shall include the following information:

- ~~(1) — Land use category: Commercial or residential;~~

~~(2) A completed certification form or verification form consistent with the information required by section 35-618 and as set forth below:~~



**CITY OF SAN ANTONIO
APPLICATION FOR AD VALOREM TAX EXEMPTION FOR HISTORICALLY
SIGNIFICANT PROPERTY IN NEED OF TAX RELIEF**

CERTIFICATION FORM

To be completed by the applicant, signed, and filed with the City of San Antonio Historic Preservation Officer prior to hearing by the Historic and Design Review Commission (HDRC). An HDRC Application must be filled out and submitted along with this form.

DATE : _____ 20_____
NAME OF APPLICANT: _____
MAILING ADDRESS: _____
BUSINESS TELEPHONE : _____
E-MAIL: _____
NAME (S) OF PROPERTY OWNERS: _____

EXACT LEGAL DESCRIPTION OF PROPERTY AS CONTAINED IN DEED
NCB _____ BLOCK NUMBER _____
LOT(S) NUMBER _____ ZONING _____
COMMON ACCOUNT NUMBER (AS PER BCAD) _____
ADDRESS OF PROPERTY FOR WHICH EXEMPTION IS REQUESTED:

Street Number and Name _____ Zip Code _____

Latest Value of Property as Assessed by the Bexar Appraisal District:
Year: _____

Land Value	Improvements	Total
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To the Historic Preservation Officer, City of San Antonio, Texas:
The property identified above is in need of tax relief as set forth in City of San Antonio Ordinance No. 52281 and 52282. The historic significance of said property is certified by signature below, together with other documents covering the proposed restoration or rehabilitation:

1. One set of complete plans for restoration or rehabilitation
2. Statement of expected costs of improvements
3. The projected time schedule for restoration/rehabilitation
4. Proposed use: () commercial () residential
5. Signature below to allow designated officials to view property and records.

Submitted by: _____
Applicant's Signature

SUBSTANTIAL REHABILITATION TAX EXEMPTION PROCESS

1. Submittal of Certification application
2. Approval of Certification and project plans by the Historic and Design Review Commission (HDRC).
3. Completion of rehabilitation construction according to plans approved by HDRC.
4. Submittal of Verification application. For residential properties, choose exemption option: "tax freeze" or "5 zero/5 fifty"
5. Site visit by Office of Historic Preservation (OHP) staff member to verify that completed work matches the plans that were approved by HDRC.
6. Approval of Verification by HDRC.
7. OHP staff notifies the Bexar County Appraisal District of approved exemption.
8. Tax exemptions are effective on January 1 of the year following HDRC verification.



CITY OF SAN ANTONIO
APPLICATION FOR AD VALORBI TAX EXEMPTION FOR HISTORICALLY SIGNIFICANT
PROPERTY CERTIFIED DESIGNATION OF TAXABLE

VERIFICATION FORM

To be completed by the applicant, signed, and filed with the City of San Antonio Historic Preservation Officer prior to bearing by the Historic and Design Review Commission (HDRC). An HDRC Application must be filled out and submitted along with this form.

DATE: _____ 20_____

CERTIFICATION DATE: _____ HDRC CASE NO.: _____

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

BUSINESS TELEPHONE: _____

NAME (S) OF PROPERTY OWNER: _____

EXACT LEGAL DESCRIPTION OF PROPERTY AS CONTAINED IN DEED

NECB _____ BLOCK NUMBER _____

LOT(S) NUMBER _____ ZONING _____

COMMON ACCOUNT NUMBER (AS PER RBC-UI) _____

ADDRESS OF PROPERTY FOR WHICH EXEMPTION IS REQUESTED:

Street Number and Name _____

Zip Code _____

1. Documentation: Itemized List of Costs

final Building Inspection Clearance

(Permits or Certificate of Occupancy)

Final Photos of Rehabilitation Work (including interior, if applicable)

In accordance with City of San Antonio Ordinances No. 52281 and/or 52282, I hereby swear that substantial rehabilitation of the property listed has been completed according to the criteria and standards of the City of San Antonio Historic and Design Review Commission.

I hereby authorize duly constituted representatives of the City of San Antonio to make an investigation of the property in compliance with code requirements.

Signature _____

(Property Owner)

Date _____

Please read the back regarding tax exemption options.

Residential Properties

Residential properties are eligible for two tax exemption options. The first exemption option freezes your City taxes at the pre-improvement value upon verification for ten (10) years. Therefore, your City taxes would be based upon the assessed value of the property before commencement of the rehabilitation. The other exemption choice calls for the payment of zero City taxes for the first (5) years, and then for the subsequent five (5) years taxes will be based upon 50% of the newly assessed value of the property (50% Zero/50% Fifty).

Please select which of the two options you would prefer:

10 Year Tax **Freeze**

50% Zero/50% Fifty

Commercial Properties

Commercial properties are eligible for the exemption choice that calls for the payment of zero City taxes for the first (5) years and, then, for the subsequent five (5) years taxes will be based upon 50% of the newly assessed value of the property (50% Zero/50% Fifty).

Upon approval of the Verification by the Historic and Design Review Commission, Office of Historic Preservation staff will notify the Bexar County Appraisal District of the approved exemption and option you have selected. Tax exemptions are effective on January 1st of the year following the HDRC Verification.

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ADJfINISTRA TIV E
CERTIFIC4TE OF APPROPRL4TENESS
APPLICATION

DA.1E_____

To be completed by the applicant, signed and filed with the City of San Antonio Historic Preservation Officer.

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Signed Owner/Applicant

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Staff Comments or Conditions:_____

Staff Inhi.sDate_____



**CITY OF SAN ANTONIO
OFFICE OF HISTORIC PRESERVATION
APPLICATION FOR
HISTORIC LANDMARK DESIGNATION**

DATE
ME
STAMP

I. LOCATION AND CLASSIFICATION

Property Address: _____

Proposed Landmark Name (Common Name): _____

Parcel Identification: NCB _____ Block _____ Lot _____

Current Zoning _____

☐ Private Property ☐ River Improvement Overlay ☐ Public Property ☐ Other

II. OWNER / APPLICANT (AUTHORIZED AGENT) INFORMATION

Owner Name: _____

Mailing Address: _____

Business Phone: _____ Home Phone: _____

E-Mail: _____

Applicant (Authorized Agent) Name: _____

Mailing Address: _____

Business Phone: _____ Home Phone: _____

E-Mail: _____

The Office of Historic Preservation designates landmarks on the basis of historical, architectural, and cultural significance. Section 35-607 of the Unified Development Code outlines the Designation Criteria for Historic Districts and Landmarks. Please provide a Statement of Significance for why the property meets the criteria as outlined by the Unified Development Code.

I, THE APPLICANT, DECLARE THAT I AM THE OWNER OR AUTHORIZED AGENT OF THE OWNER(S) TO REQUEST HISTORIC LANDMARK DESIGNATION OF THIS PROPERTY AND THAT THE INFORMATION PRESENTED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature: _____

Date: _____

PLEASE SUBMIT THIS FORM ALONG WITH:

- **Photographs of all four sides** of the building
- **Statement of Significance including an architectural description, history of the property, and people associated with the property. Please provide references and sources for any research.**
- **Copy of the current tax appraisal details, available from Bexar County Appraisal District or www.bcad.org**
- **Copy of the current Warranty Deed, on file with the County Clerk or available online at <https://gov.propertyinfo.com/tx-bexar/>.**
- **Signed Authorization form from the Zoning Application granting the Office of Historic Preservation permission to act as the applicant for the historic zoning overlay (available from OHP staff).**

ALL INFORMATION MUST BE SUBMITTED IN PERSON TO THE:

Office of Historic Preservation
Development and Business Services Center
1901 S. Alamo
San Antonio, TX 78283-3966
Telephone: (210) 207-7991

Historic landmark designation is a zoning overlay that provides protection for historic properties from hasty demolition and inappropriate or incompatible development through a design review process for exterior alterations. Please refer to the City of San Antonio Historic Design Guidelines and Standards for additional information, available at: <http://www.sanantonio.or.gov/historic/HistoricDistrictGuidelines.aspx>.

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**CITY OF SAN ANTONIO
OFFICE OF HISTORIC PRESERVATION
APPLICATION FOR
HISTORIC DISTRICT DESIGNATION**

DATE/TIME
STAMP

I. LOCATION AND CLASSIFICATION

Neighborhood Association Name: _____

Proposed Historic District Name: _____

Approximate number of properties within proposed district boundary: _____

Application must be accompanied by a map of the proposed boundary.

II. APPLICANT INFORMATION

Applicant Name: _____

Address (must be within proposed district): _____

Mailing Address (if different): _____

Business Phone: _____ Home Phone: _____

E-Mail: _____

The Office of Historic Preservation designates landmarks and historic districts on the basis of historical, architectural, and cultural significance. Section 35-607 of the Unified Development Code outlines the Designation Criteria for Historic Districts and Landmarks. Please provide a **Statement of Significance** for why the area meets the criteria for historic district designation as outlined by the Unified Development Code.

I, THE APPLICANT, DECLARE THAT I AM AN OWNER OR AUTHORIZED AGENT OF AN OWNER(S) OF PROPERTY WITHIN THE PROPOSED BOUNDARY AREA TO REQUEST HISTORIC DESIGNATION OF THIS DISTRICT AND THAT THE INFORMATION PRESENTED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature _____

Date: _____

PLEASE SUBMIT THIS FORM ALONG WITH:

- **Photographs of typical examples of buildings within the proposed district**
- **Statement of Significance** (including a description of the history, architectural styles, and people associated with the district). Please provide references and sources for any research.
- **Map of proposed district boundary**

ALL INFORMATION MUST BE SUBMITTED IN PERSON TO THE:

Office of Historic Preservation
Development and Business Services Center
1901 S. Alamo
San Antonio, TX 78283-3966
Telephone: (210) 207-7991

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<http://1901.sanantonio.tx.us/historic/HistoricDistrictGuidelines.aspx>.

CITY OF SAN ANTONIO
HISTORIC AND DESIGN REVIEW COMMISSION
APPLICATION FORM

Required Items: Plotplan, legal description, building elevations, final building Date Received plans and specifications, samples of paint colors, roofing materials, CT.EAR COLOR photographs of structures and/or sites where construction will take place. All photographs and exhibits must be submitted in digital format on Compact Discs. NO CASE WILL BE SCHEDULED FOR A HEARING UNTIL ALL SUPPORTING MATERIALS ARE RECEIVED. (See check lists on pages 3 - 6)

Property Location (Street Address) _____

☐ Historic District Name _____

☐ Landmark Name _____

☐ River Improvement Overlay (Projects within RIO districts must comply with the San Antonio River: Vision Statement): *The San Antonio River will be a fully /in/red linear park that unifies the city and serves as a community gathering place for all to enjoy. The River will have many special places and uses; some active, some quiet. Each will be unique, genuine, and lively by design.*

☐ Public Property ☐ Other _____

Parcel Identification: NCB _____ Block _____ Lot _____

BCADA Account Number _____

Name of Property Owner:

Mailing Address: _____ Zip Code: _____

Business/Home Telephone: _____ Fax No. _____

E-Mail Address: _____

(If different from Owner)

Name of Applicant:

Address: _____ Zip Code: _____

Business/Home Telephone: _____ Fax No. _____

E-mail Address: _____

Owner/Applicant is requesting permission to: (describe clearly and in detail all architectural alterations to be made in addition to other requests, an additional sheet may be used. This request will be part of the Certificate of Appropriateness).

1. _____
2. _____
3. _____
4. _____

This completed form is to be submitted in person at 1901 S. Alamo.

APPROVAL BY THE COMMISSION DOES NOT TAKE THE PLACE OF A BUILDING PERMIT. PERMITS MUST BE OBTAINED FROM THE CITY OF SAN ANTONIO, DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES, 1901 SOUTH ALAMO, AFTER COMMISSION APPROVAL.

**CITY OF SAN ANTONIO
HISTORIC AND DESIGN REVIEW COMMISSION
LETTER OF AUTHORIZATION**

DATE: _____

Applicant understands the following

1. If the Commission fails to approve any portion of a request and recommends that changes be made in the plans and specifications, the applicant will have five (5) days in which to inform the Historic Preservation Officer as to whether the applicant agrees to the recommended changes.
2. Following each meeting, the City Manager or designee is notified of the Commission's action. Within ten (10) days from receipt of the recommendation, the City Manager or designee shall notify the applicant as to whether his request has been approved, conditionally approved or denied.
3. If the applicant does not concur with the Commission's recommendation, appeal to the Zoning Board of Adjustment may be made within thirty (30) days after receipt of notification.

IF THE PROPERTY OWNER DOES NOT APPEAR PERSONALLY BEFORE THE COMMISSION, A LETTER OR SIGNATURE OF AUTHORIZATION MUST BE PRESENTED TO THE HISTORIC PRESERVATION OFFICER OR THE CASE WILL NOT BE HEARD.

I hereby authorize _____ of _____
(Name of representative) (Company or agency)

_____ to represent me in matters pertaining to this case.
(Address)

Owner's Name: _____
(Please Print)

Address: _____

City/State _____ Zip Code _____

Owner's Signature: _____

HISTORIC AND DESIGN REVIEW COMMISSION REQUIRED MATERIALS CHECKLIST

All background materials needed to support the applicant's request must be submitted to the Historic Preservation Officer **PRIOR** to scheduling the case before the Commission. **NO CASE** will be placed on the agenda if **ALL** materials are not on file by the deadline date. Any last minute changes must be shown on revised plans. These are to be submitted and placed in file prior to meeting.

I. *Check Where Applicable.*

☐ Conceptual Approval

☐ Final Approval (Previous HDRC Case NO: _____ ..)

II. *Check Where Applicable:*

☐ Residence and/or Duplex

☐ Apartments and/or Commercial

☐ Tax Abatement

III. *PROJECT ID IN CODE (check where applicable):*

A. ☐ ALTERATION/REPAIR/RESTORATION of an Existing Building or Structure

B. ☐ NEW CONSTRUCTION

C. ☐ ADDITION

D. ☐ DEMOLITION

E. ☐ SIGN REQUIREMENTS

F. ☐ FENCING

G. ☐ DRIVEWAY - SIDEWALKS & PARKING LOTS

H. ☐ REPAINTING (color change)

I. ☐ REROOFING (materials/color change)

J. ☐ LANDSCAPING

K. ☐ SWIMMING POOLS - FISH PONDS & FOUNTAINS

L. ☐ GAZEBOS - BATH HOUSE & DECKING

M. ☐ TENNIS COURTS & PLAYGROUNDS

N. ☐ TAX ABATEMENT PROJECT

O. ☐ PUBLIC ART

P. ☐ WINDOWS

Q. ☐ OTHER _____

A. *ALTERATION/REPAIR /RESTORATION of an existing building or structure*

☐ Scaled drawings, detailed architectural drawings may be required, dependent upon extent of work proposed.

☐ Photographs of the property and surrounding property, showing where work is to be done.

☐ A written list of proposed materials and colors, including manufacturer's specification numbers.

Actual samples of materials and colors should be presented at the meeting.

☐ Written narrative indicating the extent of the proposed alteration

☐ Other information needed to illustrate the proposed alteration.

B. **NEW CONSTRUCTION**

☐ Preliminary plans with building elevations

☐ Working scale drawings/specifications

☐ Drawings 8½" x 11" reproducible sheets

☐ Scale site plan with square footage of the building

- ☐ Photographs of building site for new construction
- ☐ Paint samples with brand name and number
- ☐ Roofing materials sample
- ☐ Siding sample

C. ADDITION

- ☐ Preliminary plans with building elevations
- ☐ Scale drawing of addition in relation to structure
- ☐ Working scale drawings/specifications
- ☐ Scale site plan
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Photographs of structure showing current appearance
- ☐ Photographs of all exterior sides (include all four sides of building)
- ☐ Colors (sample)

D. DEMOLITION

- ☐ Photographs of structure (all exterior sides of structure)
- ☐ Scale site plan
- ☐ Proposed use after demolition (conceptual plan)
- ☐ Proof of economic hardship or loss of significance (required for demolition within a historic district or of a landmark UDC Sec.35-614. Demolition)

E. SIGNAGE

- ☐ Working scale drawings/specifications
- ☐ Scale drawing of sign in relation to structure
- ☐ Scale site plan
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Photograph of location of proposed sign on structure/property
- ☐ Photographs of structure and all exterior sides affected by proposed work
- ☐ Type of materials to be used for sign
- ☐ Colors (samples) as applied to sign
- ☐ Size/style of lettering
- ☐ Illumination plan

F. FENCING

- ☐ Type/design of fence
- ☐ Scale drawing of members with specifications
- ☐ Scale site plan
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Photographs of structure and all exterior sides affected by proposed work

G. DRIVEWAY - SIDEWALKS & PARKING LOTS

- ☐ Type/design of driveway/sidewalk
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Scale site plan
- ☐ Photographs of structure, location and all exterior sides affected by proposed work
- ☐ Landscaping plans (if any)
- ☐ Colors (sample)

H. REPAINTING (color change)

- ☐ Type of material
- ☐ Colors (sample)
- ☐ Description of design

☐ Photographs of structure and all exterior sides affected by proposed work

L. REROOFING (material/color, or change)

☐ Type of material (sample or cut sheet)

☐ Colors (sample)

☐ Description of design

☐ Photographs of structure and all exterior sides affected by proposed work

J. LANDSCAPING

☐ Working scale drawings/specifications

☐ Scale site plan

☐ Drawings 8½" x 11" reproducible sheets

☐ List of plants or trees

☐ Photographs of structure and area to be landscaped

☐ Location of lighting, walkways, decking, pools, fountains, gazebos, or pool/equipment houses

☐ Sprinkler system (if any)

K. SWIMMING POOLS- FISH PONDS & FOUNTAINS

☐ Working scale drawings/specifications

☐ Scale drawing in relation to structure

☐ Scale site plan

☐ Drawings 8½" x 11" reproducible sheets

☐ Type/design of swimming pool, fish pond and/or fountain

☐ Photographs of structure (all exterior sides) and area affected by proposed work

☐ Colors (sample)

L. GAZEBOS -BATHHOUSE & DECKING

☐ Working scale drawings/specifications

☐ Scale drawing in relation to structure

☐ Scale site plan

☐ Drawings 8½" x 11" reproducible sheets

☐ Photographs of structure (all exterior sides) and area affected by proposed work

☐ Colors (sample)

M. TENNIS COURTS & PLAYGROUNDS

☐ Working scale drawings/specifications

☐ Scale drawing in relation to structure

☐ Scale site plan

☐ Drawings 8½" x 11" reproducible sheets

☐ Photographs of structure (all exterior sides) and area affected by proposed work

☐ Colors (sample)

N. TAX ABATEMENT PROJECT

1. ☐ Commercial ☐ Residential

2. ☐ Certification ☐ Verification ☐ Project to be sent to State for IRS Certification

3. ☐ Attach completed Certification Form or Verification Form

4. ☐ Photographs

5. ☐ Scope of work

O. PUBLIC ART (The HDRC will hear Public Art projects on the 3rd Wednesday of each month)

☐ Letter of authorization from Public Art San Antonio (PASA)

☐ Working scale drawings/specifications

- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Scale site plan
- ☐ Photographs of site
- ☐ Color rendering
- ☐ Description of project (theme, history, etc.)
- ☐ Materials and media

P. *WINDOW REPLACEMENT*

- ☐ Justification for replacement of windows
- ☐ Working scale drawings/specifications (material and color)
- ☐ Sample of proposed window (manufacturer brochure)
- ☐ Scale site plan designating number of windows to be replaced
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Photographs of structure (all exterior sides) and area affected by proposed work

Q. *OTHER PROJECTS*

- ☐ Preliminary plans with building elevations
- ☐ Working scale drawings/specifications
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Scale site plan
- ☐ Photographs of building site for new construction
- ☐ Paint samples with brand name and number
- ☐ Roofing material sample
- ☐ Siding sample

PLEASE BE ADVISED THAT THE COMMISSION HAS A POLICY OF ONLY HEARING A CASE WHEN THE OWNER OR THE OWNER'S REPRESENTATIVE IS PRESENT TO PRESENT THE CASE.

NOTE: PLEASE BE ADVISED THAT A STAFF MEMBER FROM THE OFFICE OF HISTORIC PRESERVATION MAY VIDEO TAPE OR PHOTOGRAPH YOUR PROPERTY FOR THE HISTORIC AND DESIGN REVIEW COMMISSION MEETING.

APPLICANT SIGNATURE

DATE

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(d) **Miscellaneous.** All other applications shall include the following information:

- (1) Preliminary plans with building elevations;
- (2) Working scale drawings/specifications;

~~(3) Drawings eight and one half by eleven (8½ x 11) inch reproducible sheets;~~

~~(4) Scale site plan;~~

~~(5) Photographs of building site for new construction;~~

~~(6) Paint samples with brand name and number;~~

~~(7) Roofing material sample;~~

~~(8) Siding sample;~~

~~(9) Letter of permission from property owner if the applicant is not the owner.~~

~~(e) **Archaeological Survey Requirements.**~~

~~(1) Refer to UDC subsection 35-412(a)(3) and Appendix B, Table 101-1, #27.~~

~~(Ord. No. 97332 § 15) (Ord. No. 98697 § 4) (Ord. No. 2009-01-15-0001, § 2, 1-15-09; Ord. No. 2010-06-24-0616, § 2, 6-24-10)~~