



Application for Certificate of Appropriateness

Historic Preservation and Design Commission

MAIN STREET PROGRAM

All exterior work to be performed on a historic landmark or a property within a historic district must receive a certificate of appropriateness prior to work commences on the project. The design must follow the Secretary of Interior’s Standards for Rehabilitation and any local design guidelines, both of which can be found on the City of Seguin’s web site. The Historic Preservation and Design Commission (HPDC) meets on the fourth Friday of the month at noon; applications must be submitted to the Historic Preservation Officer by the third Monday of the month by 5:00 p.m. to be on that month’s agenda. Consultation with the Historic Preservation Officer is strongly encouraged before submission of an application. Applications may be submitted via mail to City of Seguin, Main Street Program, P.O. Box 591, Seguin, TX 78156 or emailed to mainstreet@seguintexas.gov.

Applicant:

Name: _____ Company: _____

Phone: _____ Cell: _____ Fax: _____

Mailing Address: _____ City, State, Zip: _____

Email Address: _____

Property Owner (If Different from Applicant):

Name: _____ Company: _____

Phone: _____ Cell: _____ Fax: _____

Mailing Address: _____ City, State, Zip: _____

Email Address: _____

Property Information:

Address of Property: _____ Year Built: _____

Designations (Mark All That Apply):

- Local Historic Marker
- Local Historic District
- Recorded Texas Historical Landmark
- Individually Listed on National Register of Historic Places
- National Register Historic District: Contributing Noncontributing
- Other: _____

Property’s Primary Use: Residential Commercial Mixed Other: _____

Primary Building Material:

Wood Brick Stucco Steel Limecrete Other: _____

Proposed Work:

Please describe the proposed work to be done, including materials, colors, and future use. Attach extra sheets if necessary and supplemental materials as requested in checklists.

Contractor Information:

Name: _____ Company: _____

Phone: _____ Cell: _____ Fax: _____

Mailing Address: _____ City, State, Zip: _____

Email Address: _____

Signatures:

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Please see the next page for checklist of additional submittals needed for projects to be considered.

To be completed by Historic Preservation/Main Street staff

Date Application Received: _____ Received by: _____

Meeting Date: _____ Reviewed by: _____

Approval Required By: Administrative Approval HPDC Approval

Conditions for Approval: _____

Application: Approved by HPO Disapproved by HPO Signature: _____

Approved by HPDC Disapproved by HPDC Signature: _____

Submittal Criteria Checklist

The documentation listed below must be submitted with the application for a Certificate of Appropriateness. All materials used must meet the Design Guidelines set by the City of Seguin and the Secretary of Interior's Standards for Rehabilitation.

All Work

- Current photographs of structure.
- Detailed description of work to be completed, including materials and colors to be used.

Rehabilitations, Remodels, and New Additions

- Elevation and plan drawings to scale indicating proposed alterations or additions, clearly indicating original features to be kept and features being altered or removed.
- Exterior material descriptions and samples if possible.
- Report on maintenance, care or alterations to masonry, wood, roof, windows, entrances.
- Color renderings of project after completion.
- Historic plans, elevations, or photographs if the request is to return a structure to an earlier historic appearances.
- For New Additions:** include a site plan of property showing dimensions of existing structure and addition.

New Construction

- Dimensioned site plan to scale showing proposed building on site and adjacent buildings. Include parking areas and any roof or ground mounted equipment.
- Elevation showing height and width.
- Color photographs of surrounding structures and proposed site.
- Detailed information on building façade materials and colors.

Fencing

- Site plan showing location of fence.
- Dimensioned elevation and section to scale, showing design of fence, material, and height in relationship to adjacent structures.
- Photograph of area to be fenced.

Signage

- Drawing of sign with information on type of materials, fonts, and colors to be used.
- Number and location of signs on facades, awnings, windows, and property.
- Dimensions of sign and building façade.

Demolition or Relocation

- Photographs of current condition of property.
- Reason for request to relocate or demolish building.
- Site plan for site after property is removed and intended use after.
- Site plan for property where building is being relocated to, include dimensions to surrounding properties.