

CERTIFICATE OF APPROPRIATENESS APPLICATION FORM



Updated: August, 2022

CONTACT INFORMATION

Applicant's Name		Property Owner	
Company		Company	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

PROPERTY INFORMATION

Address of Proposed Work: _____

Historic District: _____ Tax ID #: R _____

Legal Description: Lot _____ Block _____ Subdivision _____

Historical Designation(s) of Property, if applicable:

National Register of Historic Places Recorded Texas Historic Landmark

DESCRIPTION OF PROPOSED WORK

Please use this space to provide a detailed description of the proposed work (*Use additional pages if necessary.*)

AUTHORIZATION

Applicants or their agent are advised to attend the meeting to present information to the Historic Preservation Committee and to answer any questions the Historic Preservation Committee may have regarding the project. Failure to attend an HPC meeting may result in postponement or denial of the application.

I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.

Filing Fee \$0

Technology Fee \$13

TOTAL COST \$13

Submittal of this digital Application shall constitute as acknowledgement and authorization to process this request.

APPLY ONLINE – WWW.MYGOVERNMENTONLINE.ORG/

PROPERTY OWNER AUTHORIZATION

I, _____ (owner name) on behalf of
_____ (company, if applicable) acknowledge that I/we
am/are the rightful owner of the property located at
_____ (address).

I hereby authorize _____ (agent name) on behalf of
_____ (agent company) to file this application for
_____ (application type), and, if necessary, to work with
the Responsible Official / Department on my behalf throughout the process.

Signature of Owner: _____ Date: _____

Printed Name, Title: _____

Signature of Agent: _____ Date: _____

Printed Name, Title: _____

Form Updated October, 2019

**AGREEMENT TO THE PLACEMENT OF NOTIFICATION SIGNS
AND ACKNOWLEDGEMENT OF NOTIFICATION REQUIREMENTS**

The City of San Marcos Development Code requires public notification in the form of notification signs on the subject property, published notice, and / or personal notice based on the type of application presented to the Planning Commission and / or City Council.

- Notification Signs: if required by code, staff shall place notification signs on each street adjacent to the subject property and must be placed in a visible, unobstructed location near the property line. It is unlawful for a person to alter any notification sign, or to remove it while the request is pending. However, any removal or alteration that is beyond the control of the applicant shall not constitute a failure to meet notification requirements. ***It shall be the responsibility of the applicant to periodically check sign locations to verify that the signs remain in place had have not been vandalized or removed. The applicant shall immediately notify the responsible official of any missing or defective signs. It is unlawful for a person to alter any notification sign, or to remove it while the case is pending; however, any removal or alteration that is beyond the control of the applicant shall not constitute a failure to meet notification requirements.***
- Published Notice: if required by code, staff shall publish a notice in a newspaper of general circulation in accordance with City Codes and the Texas Local Government Code. ***If, for any reason, more than one notice is required to be published it may be at the expense of the applicant. The renotification fee shall be \$91 plus a \$13 technology fee.***
- Personal Notice: if required by code, staff shall mail personal notice in accordance with City Codes and the Texas Local Government Code. ***If, for any reason, more than one notice is required to be mailed it may be at the expense of the applicant. The renotification fee shall be \$91 plus a \$13 technology fee.***

I have read the above statements and agree to the required public notification, as required, based on the attached application. The City's Planning and Development Services Department staff has my permission to place signs, as required, on the property and I will notify City staff if the sign(s) is/are damaged, moved or removed. I understand the process of notification and public hearing and hereby submit the attached application for review by the City.

Signature: _____

Date: _____

Print Name: _____

Form Updated October, 2019



CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS APPLICATION

<p>These and additional items are <u>required</u>, at the request of the Department, in order to determine the application complete and filed.</p>	<p>Comments</p>
<p><input type="checkbox"/> <i>Pre-development meeting with staff is required unless waived by the Responsible Official</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Please visit http://sanmarcostx.gov/1123/Pre-Development-Meetings to schedule, or email planninginfo@sanmarcostx.gov with any questions.</i> 	
<p><input type="checkbox"/> Completed Application for Certificate of Appropriateness</p>	
<p><input type="checkbox"/> Attach a detailed description (in writing) of all proposed activities to be undertaken</p>	
<p><input type="checkbox"/> Color Photograph(s) of the property showing existing conditions</p>	
<p><input type="checkbox"/> Color Photograph(s) of the area of alteration</p>	
<p><input type="checkbox"/> Scaled & dimensioned drawings illustrating all existing conditions, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Measured to-scale Building Elevations <input type="checkbox"/> Description of existing building materials <input type="checkbox"/> Accurate annotated Site Plan (displaying, but not limited to, building setbacks, property lines, fence locations, etc.) 	
<p><input type="checkbox"/> Scaled & dimensioned drawing illustrating all proposed activities, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Measured to-scale Building Elevation drawings <input type="checkbox"/> Description of proposed Building Material Details, Specifications, and/or Manufacturer Information <input type="checkbox"/> Accurate annotated Site Plan (displaying, but not limited to, building setbacks, property lines, fence locations, etc.) 	
<p><input type="checkbox"/> Notification Authorization</p>	
<p><input type="checkbox"/> Authorization to represent the property owner if the applicant is not the owner</p>	
<p><input type="checkbox"/> Applications for signs must include a City Sign Permit application & diagram of the sign with dimensions</p>	
<p><input type="checkbox"/> Application Filing Fee \$0 Technology Fee \$13</p>	
<p>**San Marcos Development Code Section 2.3.1.1(C): “Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete...”</p>	