



## APPLICATION FOR HISTORIC DESIGNATION

*City of New Braunfels, Planning and Environmental Department  
424 S. Castell Avenue, New Braunfels TX 78130 (830) 221-4057*

1. Name of proposed Landmark: \_\_\_\_\_
2. Address of Landmark: \_\_\_\_\_
3. Legal Description: \_\_\_\_\_
4. Owner Name: \_\_\_\_\_
5. Owner Address: \_\_\_\_\_
6. Contact phone numbers: \_\_\_\_\_
7. **HISTORY:** a brief history is required and should be attached to this application. The following information should be included, if known:
  - Original owner/builder/architect/bibliography and footnotes
  - Subsequent owners
  - Original and subsequent uses of significance
  - Dates of the above
  - Any anecdotes concerning the landmark and/or its owners
  - Photographs of facades
  - General description of the structure

**10.** I hereby request consideration of the above described structure/site as a historic landmark according to the provisions of the New Braunfels Historic Landmark Preservation Ordinance. I have read this Ordinance and fully understand its effect on my property. This application shall be considered as my written permission as owner of the above described property for historic designation by the New Braunfels City Council.

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Owner Signature

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Date

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**FOR OFFICE USE ONLY**

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

**RECOMMENDATIONS FOR APPROVAL**

**HISTORIC LANDMARK COMMISSION:** Date: \_\_\_\_\_

**PLANNING COMMISSION:** Date: \_\_\_\_\_



## **HISTORIC MARKER DESIGNATION PROCESS**

**Q. How long does it take to receive a historic marker?**

**A. It takes approximately three months on average to go thru the historic marker designation process.**

**The Process;**

1. **HISTORIC LANDMARK COMMISSION** – reviews and approves your property's historic designation application. The HLC meets once a month on the second Tuesday, at 8:30AM. After approving the application, the HLC refers your case to the Planning Commission for review and approval.
2. **PLANNING COMMISSION** – reviews and approves your case. The Commission meets once a month on the first Tuesday at 6PM. The Planning Commission reviews and recommends your case to City Council.
3. **CITY COUNCIL** – the ordinance declaring your property historic must pass two readings for official historic marker designation. After the final City Council reading, your property is considered officially historic, and the HLC will present you with a City of New Braunfels historic marker.

## **HISTORIC MARKER CEREMONY**

**After receiving the official historic designation, the City of New Braunfels will write a press release to the newspaper and radio station on your behalf. A historic designation Marker Ceremony is encouraged, but not mandatory.**

## **ALTERATION OF HISTORIC PROPERTY**

If your property has a historic marker and you would like to alter the exterior of the property you will need to apply for a **Certificate of Alteration** with the Historic Preservation Office. The Historic Landmark Commission will review and approve the Certificate of Alteration application within 30 days of your application. If the Historic Landmark Commission does not approve the Certificate of Alteration a property owner has thirty days to appeal the case to City Council.

**For more information please contact the City of New Braunfels Historic Preservation Office, 830-221-4057.**