



HISTORIC LANDMARK DESIGNATION APPLICATION

City of New Braunfels
550 Landa Street, New Braunfels TX 78130 (830) 221-4086
www.nbtexas.org/474/Historic-Preservation

Date of Receipt

REQUIRED DOCUMENTS

1. Landmark Designation Application (this form) complete with signatures and written authorization, if applicable.
2. Current color photos of all sides of the structure (photos should show the entire side, corner to corner. If this is not possible, please provide as many photos as necessary to show a complete side. Google images are not accepted.
3. Statement of Significance:
 - Architectural Description
 - Property history, including any individuals or events associated with the property if applicable.
 - One or more criteria the property meets under [Article III, Section 66-56](#) (*link) of the City of New Braunfels Code of Ordinances.
 - References/sources for your research

The City of New Braunfels designates landmarks on the basis of historical, architectural, and cultural significance. Article III, Section 66-56 of the New Braunfels code of ordinances outlines the criteria for the designation of historic landmarks and districts.

Please e-mail this form and supporting documents to ktotman@nbtexas.org.

Property Address:

Zip code:

Legal Description: City Block

Lot

Property ID

Search CAD if unknown

Property Owner Name:

Mailing address:

Zip code:

Phone number:

Email:

Applicant/Authorized Representative (Point of Contact if different than owner):

Mailing address:

Zip code:

Phone number:

Email:

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 THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

***If a representative, please provide written authorization from the property owner.**

SIGNATURE OF APPLICANT

DATE



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 landmark 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.

ALTERATION OF HISTORIC PROPERTY

If your property is a landmark designation 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.

PLEASE NOTE THAT ANY ALTERATIONS TO THE PROPERTY MADE DURING THE DESIGNATION PROCESS MAY RESULT IN DELAYS OR DENIALS OF YOUR APPLICATION.

For more information please contact Katie Totman at
KTotman@nbtexas.org or 830-221-4086.