

# CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

Updated: March, 2018

Case # HPC-\_\_\_\_-\_\_\_\_



## CONTACT INFORMATION

Applicant's Name		Property Owner	
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  Registered Texas Historic Landmark

## DESCRIPTION OF PROPOSED WORK

Please use this space to summarize the proposed work (*Please be specific. Use additional paper if necessary.*)

## AUTHORIZATION

*All required application documents are attached. I understand the fees for and the process to obtain a Certificate of Appropriateness and understand my responsibility to be present at meetings regarding this application.*

Filing Fee \$0

Technology Fee \$11

**TOTAL COST \$11**

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

To be completed by Staff: \_\_\_\_\_ Accepted By: \_\_\_\_\_ Date Accepted: \_\_\_\_\_

Proposed Meeting Date: \_\_\_\_\_ Application Deadline: \_\_\_\_\_

APPLY ONLINE – [WWW.MYGOVERNMENTONLINE.ORG/](http://WWW.MYGOVERNMENTONLINE.ORG/)

## AGENT AUTHORIZATION TO REPRESENT PROPERTY OWNER

I, \_\_\_\_\_ (owner) acknowledge that I am the rightful owner of the property located at \_\_\_\_\_ (address).

I hereby authorize \_\_\_\_\_ (agent name) to serve as my agent to file this application for \_\_\_\_\_ (application type), and to work with the Responsible Official / Department on my behalf throughout the process.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

To be completed by Staff: Case # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

The City of San Marcos Land 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 is the responsibility of the applicant to periodically check the sign locations to verify that the signs remain in place until final action is taken on the application and have not been vandalized or removed until after such final decision or when such application is withdrawn by the applicant. It is the responsibility of the applicant to immediately notify the Planning and Development Services Department of missing or defective signs.***
- 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 \$85 plus an \$11 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 \$85 plus an \$11 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: \_\_\_\_\_

To be completed by Staff: Case # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Section 1.5.6.5 Criteria for Approval

- (a) The following criteria shall be used to determine whether the application for a Certificate of Appropriateness shall be approved, conditionally approved or denied:
- (1) Consideration of the effect of the activity on historical, architectural or cultural character of the historic district or landmark;
  - (2) For historic zoning districts, compliance with zoning district regulations;
  - (3) Whether the property owner would suffer extreme hardship, not including loss of profit, unless the Certificate of Appropriateness is issued.

### Section 4.2.5.1 Historic Districts

- (j) Construction and Repair Standards.
- (1) New construction and existing buildings and structures and appurtenances thereof within local historic districts that are moved, reconstructed, materially altered or repaired **shall be visually compatible with other buildings to which they are visually related generally in terms of the following factors**; provided, however, these guidelines shall apply only to those exterior portions of buildings and sites visible from adjacent public streets:
    - a. *Height.* The height of a proposed building shall be visually compatible with adjacent buildings.
    - b. *Proportion of building's front facade.* The relationship of the width of a building to the height of the front elevation shall be visually compatible to the other buildings to which it is visually related.
    - c. *Proportion of openings within the facility.* The relationship of the width of the windows in a building shall be visually compatible with the other buildings to which it is visually related.
    - d. *Rhythm of solids to voids in front facades.* The relationship of solids to voids in the front facade of a building shall be visually compatible with the other buildings to which it is visually related.
    - e. *Rhythm of spacing of buildings on streets.* The relationship of a building to the open space between it and adjoining buildings shall be visually compatible to the other buildings to which it is visually related.
    - f. *Rhythm of entrance and/or porch projection.* The relationship of entrances and porch projections to sidewalks of a building shall be visually compatible to the other buildings to which it is visually related.
    - g. *Relationship of materials, texture and color.* The relationship of the materials, and texture of the exterior of a building including its windows and doors, shall be visually compatible with the predominant materials used in the other buildings to which it is visually related.
    - h. *Roof shapes.* The roof shape of a building shall be visually compatible with the other buildings to which it is visually related.
    - i. *Walls of continuity.* Appurtenances of a building including walls, fences, and building facades shall, if necessary, form cohesive walls of enclosure along a street, to ensure visual compatibility of the building to the other buildings to which it is visually related.
    - j. *Scale of a building.* The size of a building, the mass of a building in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible with the other buildings to which it is visually related.
  - (2) The Historic Preservation Commission may use as general guidelines, in addition to the specific guidelines contained in subsections (a) and (b) of this section, the city of San Marcos Design Guidelines and the current Standards for Historic Preservation Projects issued by the United States Secretary of the Interior.