

DATE MAILED: 10-DAY NOTICE

HISTORIC DESIGN REVIEW COMMITTEE
CERTIFICATE OF APPROPRIATE DESIGN
SEGUIN COMMERCIAL HISTORIC DISTRICT

DATE SUBMITTED: _____

PROPERTY NAME: _____

PROPERTY ADDRESS: _____

APPLICANT SIGNATURE: _____

PHONE NUMBER: _____

CERTIFICATE OF APPROPRIATE DESIGN

APPROVED _____ REJECTED _____ MODIFIED _____

(Building Permit Attached)

CHAIR OR VICE CHAIR SIGNATURE

BUILDING OFFICIAL OR DESIGNEES SIGNATURE

DATE CONSIDERED BY THE HISTORIC DESIGN REVIEW COMMITTEE

DATE CERTIFIED NOTIFICATION LETTER SENT WITH RETURN RECEIPT
REQUESTED: _____

ATTACHED CERTIFIED MAIL RECEIPT: _____

ATTACHED RETURN RECEIPT: _____

HISTORIC DESIGN REVIEW COMMITTEE
CERTIFICATE OF APPROPRIATE DESIGN APPLICATION

Owners of Property: _____

Address of Property: _____

Telephone Number: _____

Please check all that apply regarding the property's historical designation(s):

State Historic Landmark _____ National Register _____

Please check the property's primary material type:

Wood _____ Brick _____ Stucco _____ Steel _____ Other _____

Please check the property's primary use:

Residential _____ Commercial _____ Other _____

Are the changes being made to the property to adapt the property to a new use?

Yes _____ No _____ If yes, please state the property's intended new use

Contractor's Name: _____

Contractor's Phone Number: _____

Construction Start Date: _____ Construction Completion Date: _____

Description or nature of proposed external alteration or repair to be completed:

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION.

1. Current color photograph of property;
2. Historical photograph (if available);
3. Elevation drawings of proposed changes with written explanation of what needs to be done. (This does not have to be professional architectural drawings. Clear hand drawings are acceptable).
4. If signage is involved, please provide a scale drawing indicating the lettering type, dimensions, colors, location, and method of illumination.

PLEASE CHECK ALL THAT APPLY REGARDING THE WORK THAT IS TO BE DONE ON THE PROPERTY:

MASONRY

- repointing
- cleaning
- removing paint
- painting
- repairing, replacing, or removing decorative masonry features such as comices, belt courses, window architraves, and door pediments
- application of waterproof, water repellent, or other coatings

WOOD

- painting
- removing paint
- repairing, replacing, or removing decorative wood features such as columns, brackets, windows, and doors
- applying chemical preservatives

ROOF

- repairing, replacing, or removing roof features and materials such as dormers, chimneys, slates, tiles, wood shingles, or metal

WINDOWS

- repairing or replacing sashes
- changing the number, size, location, and glazing pattern of windows through cutting new openings or blocking in existing windows
- replacing windows
- installation or repair of window – coverings or awnings

ENTRANCES AND PORCHES

- repairing, replacing, or removing entrance and porch features such as doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs
- removing an entrance porch
- closing in an entrance porch
- installation or repair of a canopy or awning

ADDITIONS

- additions to the primary façade
- other additions

LAWN/LANDSCAPING

- fencing
- vegetation
- sidewalks, installation, replacement or repair

