



CITY OF CASTROVILLE

Little Alsace of Texas

Permit Number: _____
Submittal Date: _____
<i>office use only</i>

Community Development Department

703 Paris St. Castroville, Tx 78009

(830) 931-4090

permits@castrovilletx.gov

Certificate of Appropriateness Application

Property Information				
Project Address:			Zoning:	
Legal Description:	Lot	Block	Range	Subdivision
Landmark Name:				

Owner Information		
Owner Name:		
Mailing Address:		
Phone:	Fax:	Email:

Project Description

Any application that is missing information will be considered incomplete and will not be processed. Please see the list of application requirements on the following page.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of project will be complied with whether specified or not. I certify that I have read Article IV, Section 2 (entitled "Special Historic District and Landmark Regulations") of the Comprehensive Zoning Ordinance of the City of Castroville and will comply with all regulations found therein. The granting of a Certificate of Appropriateness does not take the place of any required building permit and does not presume to give authority to violate or cancel the provisions of any other state or local law.

Signature of Applicant: _____ Date: _____

INFORMATION SECTION

Please read the following information regarding Certificate of Appropriateness prior to submitting an application.

Any application that is missing information will be considered incomplete and will not be processed.

APPLICATION DUE DATE/DATE OF HEARING:

All applications are due by the date on the chart attached. There will not be a waiver of date, so please plan accordingly. Applications will be reviewed for completeness by Community Development staff.

REQUIRED FEES:

Application Fee	\$100.00
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APPLICATION REQUIREMENTS

To apply for a Certificate of Appropriateness please submit the following regarding your project:

1. Site plan showing the location of the structure of property on its lot;
2. Photographs of all elevations of the structure or property and details pertaining to the proposed work;
3. Detailed description of the proposed work;
4. Elevation drawings of the proposed changes, if applicable;
5. Samples of, or appropriate information concerning materials to be used;
6. Rationale for why the proposed change is compatible with designation as a historic landmark or property within a historic district;
7. Any other information which the Historic Landmark Commission or staff deems reasonably necessary to visualize and evaluate the proposed work;

LETTER OF AUTHORIZATION:

If the applicant is not the property owner, a letter signed by the owner authorizing the applicant to act on their behalf must accompany this application.

LEGAL DESCRIPTION:

If the property is not platted (example of platted property: Lot A, Block 4, ABC Subdivision), a survey and/or metes and bounds description of the property with an exhibit illustrating property boundaries **must** accompany the application.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS PROCESS/PROCEDURE:

1. Applicant completes the application for Certificate of Appropriateness and submits said application with required attachment(s) and filing fees
2. The city will call a Historical Landmark Commission meeting, based on the schedule provided on the following page, and review for completeness after receipt of payment.
3. A meeting is held before the Historical Landmark Commission at which time the commission approves or denies the Certificate of Appropriateness. The Historical Landmark Commission has the final say and the Certificate of Appropriateness does not need to go to City Council for approval.