HISTORIC AND DESIGN REVIEW COMMISSION May 01, 2020

HDRC CASE NO: 2020-119 **ADDRESS:** 128 CITY ST **LEGAL DESCRIPTION:** NCB 972 BLK 8 LOT W IRR 162.12 FT OF 1 **ZONING:** RM-4.HS **CITY COUNCIL DIST.:** 1 King William Historic District **DISTRICT:** House LANDMARK: **APPLICANT: Consuelo** Martinez **OWNER: Consuelo** Martinez Construction of a rear addition, exterior modifications **TYPE OF WORK:** February 19, 2020 **APPLICATION RECEIVED:** April 19, 2020 **60-DAY REVIEW: CASE MANAGER: Stephanie Phillips**

REQUEST:

The applicant is requesting a Certificate of Appropriateness to construct a rear addition.

APPLICABLE CITATIONS:

Historic Design Guidelines, Chapter 3, Guidelines for Additions

1. Massing and Form of Residential Additions

A. GENERAL

i. *Minimize visual impact*—Site residential additions at the side or rear of the building whenever possible to minimize views of the addition from the public right-of-way. An addition to the front of a building would be inappropriate.

ii. *Historic context*—Design new residential additions to be in keeping with the existing, historic context of the block. For example, a large, two-story addition on a block comprised of single-story homes would not be appropriate.

iii. *Similar roof form*—Utilize a similar roof pitch, form, overhang, and orientation as the historic structure for additions. iv. *Transitions between old and new*—Utilize a setback or recessed area and a small change in detailing at the seam of the historic structure and new addition to provide a clear visual distinction between old and new building forms. B. SCALE, MASSING, AND FORM

i. *Subordinate to principal facade*—Design residential additions, including porches and balconies, to be subordinate to the principal façade of the original structure in terms of their scale and mass.

ii. *Rooftop additions*—Limit rooftop additions to rear facades to preserve the historic scale and form of the building from the street level and minimize visibility from the public right-of-way. Full-floor second story additions that obscure the form of the original structure are not appropriate.

iii. *Dormers*—Ensure dormers are compatible in size, scale, proportion, placement, and detail with the style of the house. Locate dormers only on non-primary facades (those not facing the public right-of-way) if not historically found within the district.

iv. *Footprint*—The building footprint should respond to the size of the lot. An appropriate yard to building ratio should be maintained for consistency within historic districts. Residential additions should not be so large as to double the existing building footprint, regardless of lot size.

v. Height—Generally, the height of new additions should be consistent with the height of the existing structure. The maximum height of new additions should be determined by examining the line-of-sight or visibility from the street. Addition height should never be so contrasting as to overwhelm or distract from the existing structure.

2. Massing and Form of Non-Residential and Mixed-Use Additions

A. GENERAL

i. *Historic context*—Design new additions to be in keeping with the existing, historic context of the block. For example, additions should not fundamentally alter the scale and character of the block when viewed from the public right-of-way.
ii. *Preferred location*—Place additions at the side or rear of the building whenever possible to minimize the visual impact on the original structure from the public right of way. An addition to the front of a building is inappropriate.

iii. *Similar roof form*—Utilize a similar roof pitch, form, and orientation as the principal structure for additions, particularly for those that are visible from the public right-of-way.

iv. *Subordinate to principal facade*—Design additions to historic buildings to be subordinate to the principal façade of the original structure in terms of their scale and mass.

v. *Transitions between old and new*—Distinguish additions as new without distracting from the original structure. For example, rooftop additions should be appropriately set back to minimize visibility from the public right-of-way. For side or rear additions utilize setbacks, a small change in detailing, or a recessed area at the seam of the historic structure and new addition to provide a clear visual distinction between old and new building forms.

B. SCALE, MASSING, AND FORM

i. *Height*—Limit the height of side or rear additions to the height of the original structure. Limit the height of rooftop additions to no more than 40 percent of the height of original structure.

ii. *Total addition footprint*—New additions should never result in the doubling of the historic building footprint. Full-floor rooftop additions that obscure the form of the original structure are not appropriate.

3. Materials and Textures

A. COMPLEMENTARY MATERIALS

i. *Complementary materials*—Use materials that match in type, color, and texture and include an offset or reveal to distinguish the addition from the historic structure whenever possible. Any new materials introduced to the site as a result of an addition must be compatible with the architectural style and materials of the original structure.

ii. *Metal roofs*—Construct new metal roofs in a similar fashion as historic metal roofs. Refer to the Guidelines for Alternations and Maintenance section for additional specifications regarding metal roofs.

iii. *Other roofing materials*—Match original roofs in terms of form and materials. For example, when adding on to a building with a clay tile roof, the addition should have a roof that is clay tile, synthetic clay tile, or a material that appears similar in color and dimension to the existing clay tile.

B. INAPPROPRIATE MATERIALS

i. *Imitation or synthetic materials*—Do not use imitation or synthetic materials, such as vinyl siding, brick or simulated stone veneer, plastic, or other materials not compatible with the architectural style and materials of the original structure. C. REUSE OF HISTORIC MATERIALS

i. *Salvage*—Salvage and reuse historic materials, where possible, that will be covered or removed as a result of an addition.

4. Architectural Details

A. GENERAL

i. *Historic context*—Design additions to reflect their time while respecting the historic context. Consider characterdefining features and details of the original structure in the design of additions. These architectural details include roof form, porches, porticos, cornices, lintels, arches, quoins, chimneys, projecting bays, and the shapes of window and door openings.

ii. *Architectural details*—Incorporate architectural details that are in keeping with the architectural style of the original structure. Details should be simple in design and compliment the character of the original structure. Architectural details that are more ornate or elaborate than those found on the original structure should not be used to avoid drawing undue attention to the addition.

iii. *Contemporary interpretations*—Consider integrating contemporary interpretations of traditional designs and details for additions. Use of contemporary window moldings and door surroundings, for example, can provide visual interest while helping to convey the fact that the addition is new.

5. Mechanical Equipment and Roof Appurtenances

A. LOCATION AND SITING

i. *Visibility*—Do not locate utility boxes, air conditioners, rooftop mechanical equipment, skylights, satellite dishes, cable lines, and other roof appurtenances on primary facades, front-facing roof slopes, in front yards, or in other locations that are clearly visible from the public right-of-way.

ii. *Service Areas*—Locate service areas towards the rear of the site to minimize visibility from the public right-of-way. Where service areas cannot be located at the rear of the property, compatible screens or buffers will be required. B. SCREENING

i. *Building-mounted equipment*—Paint devices mounted on secondary facades and other exposed hardware, frames, and piping to match the color scheme of the primary structure or screen them with landscaping.

ii. Freestanding equipment—Screen service areas, air conditioning units, and other mechanical equipment from public

view using a fence, hedge, or other enclosure.

iii. Roof-mounted equipment—Screen and set back devices mounted on the roof to avoid view from public right-of-way.

6. Designing for Energy Efficiency

A. BUILDING DESIGN

i. Energy efficiency—Design additions and new construction to maximize energy efficiency.

ii. *Materials*—Utilize green building materials, such as recycled, locally-sourced, and low maintenance materials whenever possible.

iii. *Building elements*—Incorporate building features that allow for natural environmental control – such as operable windows for cross ventilation.

iv. *Roof slopes*—Orient roof slopes to maximize solar access for the installation of future solar collectors where compatible with typical roof slopes and orientations found in the surrounding historic district.

B. SITE DESIGN

i. *Building orientation*—Orient new buildings and additions with consideration for solar and wind exposure in all seasons to the extent possible within the context of the surrounding district.

ii. *Solar access*—Avoid or minimize the impact of new construction on solar access for adjoining properties. C. SOLAR COLLECTORS

i. *Location*—Locate solar collectors on side or rear roof pitch of the primary historic structure to the maximum extent feasible to minimize visibility from the public right-of-way while maximizing solar access. Alternatively, locate solar collectors on a garage or outbuilding or consider a ground-mount system where solar access to the primary structure is limited.

ii. *Mounting (sloped roof surfaces)*—Mount solar collectors flush with the surface of a sloped roof. Select collectors that are similar in color to the roof surface to reduce visibility.

iii. *Mounting (flat roof surfaces)*—Mount solar collectors flush with the surface of a flat roof to the maximum extent feasible. Where solar access limitations preclude a flush mount, locate panels towards the rear of the roof where visibility from the public right-of-way will be minimized.

OHP Window Policy Document

Individual sashes should be replaced where possible. Should a full window unit require replacement, inserts should:

- Match the original materials;
- Maintain the original dimension and profile;
- Feature clear glass. Low-e or reflective coatings are not recommended for replacements;
- Maintain the original appearance of window trim or sill detail.

FINDINGS:

- a. The primary structure located at 128 City St is a 1-story single family structure constructed circa 1920 in the Queen Anne style. The home features a full-width front porch, a double gable configuration, and Ionic columns. The structure is contributing to the King William Historic District.
- b. MASSING & FOOTPRINT The applicant has proposed to construct a 1-story rear addition to the primary structure. According to the Historic Design Guidelines, additions should be located at the rear of the property whenever possible. Additionally, the guidelines stipulate that additions should not double the size of the primary structure. Staff finds the proposal consistent with the Guidelines.
- c. ROOF FORM The applicant has proposed to reduce the height of the roof slightly for the new addition. The roof form will be a modified hip to follow the proposed curved rear elevation and be composition shingle to match the existing structure. Generally, the height of new additions should be consistent with the height of the existing structure. According to the Guidelines for Additions, the maximum height of new additions should be determined by examining the line-of-sight or visibility from the street. Addition height should never be so contrasting as to overwhelm or distract from the existing structure. Staff finds the proposal consistent with the Guidelines.
- d. NEW WINDOWS: SIZE AND PROPORTION The applicant has proposed to install windows that are similar to the profile, size, proportions, and inset as those on the existing structure, which is consistent with Guideline 6.B.iv for Exterior Maintenance and Alterations.
- e. MATERIALS: WINDOWS & DOORS The applicant has not specified window or door materials; however, per the provided application documents, the applicant has proposed windows and doors that are consistent with those

found on historic structures. Staff finds wood or aluminum clad wood windows and doors to be appropriate for an addition to a historic Queen Anne home.

- f. MATERAILS: FAÇADE The applicant has proposed to use the same profile and dimension of the existing lap siding on the façade of the new addition, as well as the continuation of stucco and slatted skirting. According to guideline 2.A.v for additions, side of rear additions should utilize setbacks, a small change in detailing, or a detail at the seam of the historic structure and addition to provide a clear visual distinction between old and new building forms. Staff finds the proposal consistent with the Guidelines and appropriate for this particular addition given the slightly reduced height of the roofline of the new addition.
- g. ARCHITECTURAL DETAILS According to the Historic Design Guidelines for Additions, architectural details that are in keeping with the architectural style of the original structure should be incorporated. The proposed addition keeps with the Queen Anne style of the historic home without detracting from its significance. Staff finds the proposal consistent with the Guidelines.

RECOMMENDATION:

Staff recommends approval based on findings a through e with the following stipulations:

- i. That any proposed new windows on the structure meet the following stipulations: windows must be fully wood or aluminum-clad wood windows and feature a true one-over-one configuration. Meeting rails must be no taller than 1.25" and stiles no wider than 2.25". White manufacturer's color is not allowed, and color selection must be presented to staff. There should be a minimum of two inches in depth between the front face of the window trim and the front face of the top window sash. This must be accomplished by recessing the window sufficiently within the opening or with the installation of additional window trim to add thickness. Window trim must feature traditional dimensions and architecturally appropriate sill detail. Window track components must be painted to match the window trim or concealed by a wood window screen set within the opening.
- ii. That the siding for the proposed rear porch modifications be wood with a maximum reveal of 4 inches and a traditional profile.

City of San Antonio One Stop



March 11, 2020	
User drawn lines	

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0	0.01	0.02	 0.04 mi
0	0.0175	0.035	 0.07 km



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PROJECT NOTES:

- THE OWNER WILL ASSUME REPONSIBILITY FOR ADMINISTRATION OF THE CONTRACT FOR CONSTRUCTION AND FOR SUPERVISING THE EXECUTION OF THE CONTRACT DOCUMENTS (WORKING DRAWINGS). THE DESIGNER IS NOT RESPONSIBLE FOR DAMAGES RESULTING FROM ERRORS AND OMISSIONS BY THOSE EXECUTING THE WORK, OR DAMAGES RESULTING FROM CHANGES IN THE WORK NOT SET FORTH IN THE CONTRACT DOCUMENTS, AND OR CHANGES NOT APPROVED IN WRITING TO THE DESIGNER.
- 2.
- CONTRACTOR SHALL HOLD ALL REQUIRED LICENCES IN THE MUNICIPALITY IN WHICH THE THE WORK IS TO BE PERFORMED. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS INCLUDING ANY AND ALL PERMITTING FEES.
- CONTRACTOR SHALL BE FULLY INSURED AND SUBMIT PROOF OF COVERAGE AND COVERAGE AMOUNTS WITH BID.
- CONTRACTOR SHALL CONTACT THE OWNER (OR DESIGNER) AS SOON AS POSSIBLE WITH ANY QUESTIONS, COMMENTS OR DISCREPANCIES CONCERNING PLANS.
- CONTRACTOR SHALL FEILD VERIFY AND BE RESPONSIBLE AND UNDERSTAND ALL DIMENSIONS AND CONDITIONS AT THE JOB SITE. THE CONTRACTOR SHALL NOTIFY THE DESIGNER OF ANY DISCREPANCIES, VARIATIONS ETC. WITH THE DIMENSIONS AND OR CONDITIONS INDICATED OR NOT INDICATED ON THESE DRAWINGS. EXISTING CONDITIONS, I.E. DIMENSIONS, LOCATIONS OF UTILITIES ETC. SUPPLIED BY ENGINEER, THE DESIGNER IS NOT RESPONSIBLE FOR DISCREPANIES, ERRORS, DAMAGES, AND CHANGES RESULTING FROM INCORRECT INFORMATION.
- BY SUBMITTING A BID, THE BIDDER AGREES AND WARRANTS THAT HE HAS VISITED THE PROJECT SITE, EXAMINED THE DRAWINGS AND SPECIFICATIONS (IF PART OF CONTRACT) AND FOUND THAT THEY ARE ADEQUATE FOR THE PROPER COMPLETION OF PROJECT.
- ALL MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION OF PROJECT. ALL MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION WORK SHALL BE DESIGN/BUILD. EACH SUBCONTRACTOR SHALL BE RESPONSIBLE FOR SUBMITTING THE DESIGN DOCUMENTS AND ESTIMATED COST OF WORK. THE FOUNDATION SHALL BE DESIGNED BY A CERTIFIED FOUNDATION OR STRUCTURAL ENGINEER. SHOULD CONFLICT ARISE BETWEEN GENERAL NOTES, HEREIN AND FOLLOWING, AND SPECFICATIONS (IF PART OF CONTRACT), THE GENERAL NOTES SHALL HAVE PRECEDENCE. WRITTEN DIMENSIONS ON DRAWINGS HAVE PRECEDENCE OVER SCALED DIMENSIONS.
- 10. DO NOT SCALE DRAWINGS FOR CONSTRUCTION PURPOSES, SEE WRITTEN DIMENSIONS. ALL DIMENSIONS ARE TO FACE OF STUD, FACE OF CONCRETE, OR TO CENTER LINE, UNLESS OTHERWISE NOTED.
- II. CONTRACTOR TO VERIFY ALL CODES, ORDINANCES, REQUIREMENTS AND INCORPORATE INTO BIDS, PROPOSALS AND CONSTRUCTION.
- 12. ALL NECESSARY AND REQUIRED CONTROLLED INSPECTIONS SHALL BE MADE AND FILED WITH THE APPROPRIATE DEPARTMENTS, BY AN AUTHORIZED OR QUALIFIED LICENSED BUILDING INSPECTOR.
- BUILDING INSTITUTES AND CONSTRUCTION TO BE INCORPORATED IN THE WORK SHALL BE IN STRICT ACCORDANCE WITH THE LATEST EDITION OF THE ASTM SPECIFICATIONS APPLICABLE AND TO CONFORM TO THE STANDARDS AND RECOMMENDATIONS OF THE VARIOUS TRADE INSTITUTES (A.I.I., A.I.S.C., ETC.) WHERE APPLICABLE. ALL MATERIALS INCORPATED INTO THE WORK SHALL BE NEW, UNLESS NOTED OTHERWISE.
- 14. USE ONLY SKILLED AND EXPERIENCED PERSONEL. ALL WORK SHALL BE DONE IN A WORKMAN MANNER. ALL WORK TO DONE IN ACCORDANCE WITH INDUSTRY STANDARD PRACTICES. 15.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ADEQUATELY BRACING AND PROTECTING ALL WORK DURING CONSTRUCTION AGAINST DAMAGE, BREAKAGE COLLAPSE, DISTORTIONS AND MISALIGNMENT ACCORDING TO APPLICABLE CODES, STANDARDS AND GOOD PRACTICES.
- 16. EACH CONTRACTOR SHALL BE HELD STRICTLY RESPONSIBLE FOR HIS WORK. 17. PROTECT ALL MATERIALS, FIXTURES AND APPLIANCES FROM WEATHER AND OR THEFT.
- 18. CONTRACTOR SHALL KEEP SITE (INSIDE AND OUTSIDE) NEAT AND ORDERLY THROUGHOUT CONSTRUCTION. COMPLETED WORK SHALL BE CLEAN.
- 19. SOIL TEST ARE RECOMMENDED TO DETERMINE THE SUBSOIL CONDITIONS OF THE PROJECT SITE. SHOULD SUCH TESTS ARE WAIVED, THE DESIGNER WILL NOT BE HELD RESPONSIBLE FOR DAMAGES RESULTING FROM INADEQUATE SOIL BEARING CAPACITY SUBSURFACE GROUND WATER, ROCK, ETC.
- 20. PROVIDE ELECTRICAL REQUIRED FOR BURGLAR ALARM SYSTEM. CONTRACTOR TO COORDINATE INSTALLATION WITH THE SECURITY COMPANY SELECTED BY OWNER.







DEMO NOTES

FIREMOVE PORTION & OR COMPLETE WALL TO ALLOW FOR NEW WORK. SEE NOTE D5, D7

- E REMOVE DOOR, FRAME, AND TRIM. SEE NOTE D5
- B REMOVE WINDOW, FRAME, AND TRIM.
- F4 SEE NOTE DI, D2, D3, D5
- F5 REMOVE CONC. STAIR TO ALLOW FOR NEW WORK.
- E REMOVE CABINETS TO ALLOW FOR NEW WORK. SEE NOTE DT, DO
- REMOVE ROOF TO ALLOW FOR NEW WORK. SEE NOTE DB, D9
- FORELOCATE WATER HEATER TO ALLOW FOR NEW WORK. SEE NOTE DO, DO
- DI THE CONTRACTOR OF WORK SHALL VERIFY EXIST. CONDITIONS THE JOB SITE BEFORE COMMENCING DEMOLITION WORK. D2 ALL DEMOLITION WHICH WILL TAKE PLACE MIST ACCOMMODATE THIS DESIGN LAYOUT: CONTRACTOR TO VERIFY PRIOR TO BEGINNING WORK, ANY ADDITIONAL DEMOLITION WHICH MAY BE REQUIRED TO CONSTRUCTOR SHALL PROTECT ALL EXIST IMPROVEMENTS WHICH
- TO CONSTRUCT THIS LAYOUT. D3 CONTRACTOR SHALL PROTECT ALL EXIST. IMPROVEMENTS, WHICH ARE TO REMAIN & THE ADJACENT SITE IMPROVEMENTS. D4 THE SITE SHALL BE CLEAR OF ALL DEBRIS & TRASH @ ALL TIMES: DO NOT ALLOW DEBRIS TO ACCOMULATE ON THE SITE. THEST DO NOT ALLOW DEBRIS TO ACCOMULATE ON THE SITE.
- Implementation of the strephysical contraction of
- DT CAP, REMOVE, & OR RELOCATE ELECTRICAL SWITCHING, LIGHTS, OUTLETS, CIRCUITS, A/C DUCTE, & REGISTERS AS REQUIRED TO ACCOMMODATE NEW WORK.
- BEWORK & OR RELOCATE EXIST. ELECTRICAL PANEL AS REQUIRED, SO AS TO ACCOMMODATE NEW ELECTRICAL REQUIREMENTS OF ADDITION.
- O CAP, REMOVE, & OR RELOCATE PLUMBING LINES, AS REQUIRED, TO ACCOMMODATE NEW PLUMBING REQUIREMENTS.



ZONING









td1.torres@yahoo.com





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LEGAL DESCRIPTION LOT 1 BLK. 8 NCB 972 ZONING RM4 HHS RIO 4 AREAS:

EXIST. HOUSE 1520.0 S.F. C/PORCH 247.0 S.F. ADDITION HOUSE HOUSE 159.0 S.F. C/PATIO 310.0 S.F. BASEMENT STOR. 515.0 S.F. TOTAL ______2751.0 S.F.

REVISIONS

PROJECT # SITE PLAN FLOOR PLANS DEMO PLAN DATE: 2/27/19 DRAWN: FT

SHEET #

A1 SHTS.







	HISTORIC & DESIGN REVIEW COMMISSION APPLICATION		
	OFFICE OF HISTORIC PRESERVATION		19 Feb 2020
	1901 S ALAMO, SAN ANTONIO, TEXAS 78204		JLA
	210-207-00 5 INFO@SAPRESERVATION.COM		DATE OF RECEIPT
Use this for		Staff init	ials:
Request a Cer could include:	ificate of Appropriateness for substantial exterior work to the property. This	Date of s	scheduled HDRC:
1	truction or additions	60 day r	eview:
Substanti	al alterations or change in materials		
Demolition	n of a landmark		
	dscaping, hardscaping, or fencing projects		
Signage			
	for a Certificate of Appropriateness, applicants have the option to complete the nline form or submit this form in person to our counter at 1901 S Alamo.		
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Dronorty Add	ess: 128 City 5T	71	78204
		Zip cod	le: 1000/
Mark all that a			
Historic D	istrict Historic Landmark River Improvement Overlay Public Property	Vacant	Structure
Property Own	er Name: CONSUELOS, MarTiNEZ		
Mailing addres	S: 128 City ST	Zip code:	18204
Phone number	Di min polo i tri ci	m	
Applicant/Aut	horized Representative (Primary point of contact if different than owner):		
Mailing addres	S: SAME	Zip code:	
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Mark all that		e.	
Exterior N	1odifications/Alterations 🗌 New Construction 🗹 Addition 🔲 Signage 🔲 Sit	te Elements	Demolition
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2. Add f	etio w/cover		
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4.			
5.			

Conceptual (Per UDC 35-608(b) *Conceptual approval* is the review of general design ideas and principles (such as scale and setback). Specific design details reviewed at this stage are not binding and may only be *approved* through a certificate of appropriateness for final approval. **Conceptual review is non-binding.**)

Final approval (Minimum 80% construction documents are required) HDRC Original Hearing date:

REQUIRED DOCUMENTS

All requests require the following:

- HDRC Application (this form) complete with signatures.
- Printed or digital versions of all required documents. (All documents must be no larger than 8.5" x 14"; digital versions can be on USB drives, compact disc, etc.)
- Current color photos of all sides of the structure. (Photos should show the entire side, corner to corner. If this isn't possible, please provide as many photos as necessary to show a complete side. Google images are not accepted.)
- Detailed written narrative explaining the proposed work as requested on page 1.
- Current color photos of area(s) of work.

 EXTERIOR MODIFICATIONS/ALTERATIONS Drawings, which could include elevations, floor plans, roof plans, to demonstrate the proposed scope Measured site plan (can be current annotated survey; used to convey location of work and affect on existing conditions and structures) 	 DEMOLITION Proof of economic hardship (see UDC Sec. 35-6 for more information) Replacement plans Statement of loss of significance (if applicable) 	 NEW CONSTRUCTION/ADDITION Drawings, including elevations, floor plans, roof plans as needed to demonstrate the proposed scope Measured site plan (can be current annotated survey; including setbacks and neighboring construction, and details how the
 SIGNAGE Signage mock-up with dimensions and in color of what's proposed and of existing signage \$100 application fee Detailed regarding proposed lighting 	 SITE ELEMENTS Drawings to demonstrate the proposed scope Measured site plan (can be current annotated survey; used to convey location of work and affect on existing conditions and structures) 	new will affect on existing conditions and structures) Details of proposed materials

FEE SCHEDULE

Check all fees that apply:

Signage request (\$100)

Commercial or income-producing (\$100)

Post-work application (\$500)

I, THE APPLICANT, DECLARE THAT I AM THE OWNER OR AUTHORIZED AGENT OF THE OWNER(S) TO MAKE THIS REQUEST OF THIS PROPERTY AND THAT THE INFORMATION PRESENTED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

I, the applicant, acknowledge (Please initial all)

CMM That no case will be scheduled for a hearing until all supporting materials are received.

I give permission to OHP staff to visit my property if necessary and take additional photos of the exterior

That staff will post a required notification in my yard. Applicants must remove the yard sign the day of the hearing and bring it to the location of the HDRC hearing.

(M If the applicant does not concur with the Commission's recommendation, appeal to the Zoning Board of Adjustment may be made within 30 days after receipt of the commission action.

Thave read and understand the above information and I certify to the best of my knowledge that all information provided in this application and a achments is correct.

SIGNATURE OF APPLICANT

Call 210-207-0035 | info@SApreservation.com | 1901 S Alamo To submit for a request to be heard by the HDRC, applicants may complete the online form or submit in-person to our counter at 1901 S Alamo.