



ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS

Print Form

CITY OF SAN ANTONIO

OFFICE OF HISTORIC PRESERVATION
1901 S. ALAMO, SAN ANTONIO, TEXAS 78204
P: 210.215.9274 E: OHP@SANANTONIO.GOV

DATE RECEIVED

This form is to be used for certain minor alterations, additions, ordinary repairs, signage refacing, or maintenance. See reverse side for a checklist of required supporting documents.

Property Address

- Historic District Historic Landmark River Improvement Overlay Public Property

Property Owner:

Mailing Address: Zip Code:

Phone Number: Email Address:

Applicant: (if different from owner)

Mailing Address: Zip Code:

Phone Number: Email Address:

PROVIDE A DETAILED DESCRIPTION OF THE PROJECT BELOW:

ALL ADMINISTRATIVE CERTIFICATES OF APPROPRIATENESS FORMS MUST BE DISPLAYED ON THE JOBSITE.
THIS FORM DOES NOT TAKE THE PLACE OF A BUILDING PERMIT. A building permit, if applicable, must be obtained from the City of San Antonio, Development Services Department.

SIGNATURE OF APPLICANT _____

DATE _____

FOR STAFF COMMENTS ONLY

SUPPORTING DOCUMENTS:

- Completed Administrative Certificate of Appropriateness form
- Photo of the front of the structure and additional photos of area(s) of work
- Site Plan
- Specifications of materials to be used
- Samples of materials, paint colors, finishes, and/or fabrics
- FEES: Signage applications: \$100, Commercial Projects: \$100**

CERTIFICATE OF APPROPRIATENESS - ADMINISTRATIVE APPROVAL:

Applications for certain minor alterations, additions, ordinary repairs, or maintenance may be reviewed and approved administratively by the historic preservation officer without review by the historic and design review commission. For those activities which constitute minor alterations, additions, repairs, or maintenance refer to the City of San Antonio's United Development Code, **Chapter 35, Article 2, Sec. 35-61.**

Examples of work include:

- General repair and replacement using the same material and design as the original and not requiring structural modifications
 - Replacement of a non-historic characteristic with new that is in keeping with the character and era in which the structure was built
 - Removal of non-historic windows to replace with windows that match the original windows as closely as possible in material and design
 - Rear additions under 200 sq. ft. using same (non-historic) material as existing structure as well as existing roof ridgeline for non-contributing structures; must include plans with specifications
 - Repainting of exterior with same colors or new which are consistent with the district or landmark characteristics
 - Minor landscaping with 50% or less square feet of front yard replacement, back yard landscaping, installation of parking pads under 144 square feet, driveways less than 12' in width and consistent with guidelines, and sidewalks with contextually appropriate placement
 - Removal of chain link, plywood, or vinyl fencing, replaced with wood, wrought iron, garden loop or masonry
 - Signage change in content or configuration (re-facing) that does not involve changes in sign location, dimensions, lighting or total sign area or signage consistent with approved master signage plan.
 - Construction of rear ADA ramp, rear porch, rear deck, or swimming pool in back yard
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