



CITY OF SAN ANTONIO  
**OFFICE OF HISTORIC  
PRESERVATION**

### **Downtown Design Guide Policy**

Effective March 1, 2018, the City of San Antonio's Downtown Design Guide is administered by the Office of Historic Preservation. Projects requiring a Certificate of Appropriateness under the Downtown Design Guide include new construction, additions, substantial alterations, and signage.

In order to provide clarity and predictability for Downtown cases, OHP has implemented this policy document to inform the design review process. In instances where the Downtown Guide is silent on application requirements and review procedures, the existing provisions of the Unified Development Code shall apply.

### **Application Requirements**

Required application materials shall be submitted in accordance with UDC 35-B129. Conceptual approval is the review of general design ideas and principles (such as scale and setback) and does not guarantee approval of a certificate of appropriateness. Specific design details reviewed at this stage are not binding and may only be approved through a certificate of appropriateness for final approval. Designs submitted for final approval are defined as eighty (80) percent working drawings, and issuance of a certificate of appropriateness.

### **Completeness Review**

Applications made to the historic and design review commission shall be reviewed for completeness within ten (10) days of receipt of the application. The historic preservation officer (HPO) shall determine, in writing, whether the application is complete and shall immediately transmit the determination to the applicant. Applications shall further be determined incomplete should they contain factual misrepresentations, errors, or omissions, or request items that are prohibited by the UDC.

### **Commission Review**

The commission shall make its written final recommendation to either approve, deny, or approve with stipulations the application within sixty (60) days after the historic preservation officer's receipt of the completed application. If the commission does not make its final recommendation within a sixty-day period, the application shall be deemed recommended for approval.

The sixty-day time period may be extended up to three additional times, with each time not exceeding thirty (30) days, with the concurrence of the applicant if additional time is required for the preparation of information or for research required by the commission.

### **Approvals**

All certificates or commission action letters shall be issued by the Historic Preservation Officer on behalf of the City Manager within 10 days of action or recommendation by the commission. Certificates expire after 180 days after which the applicant must reapply for reissuance of a certificate to the historic preservation officer.

[Downtown Design Guide](#)

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