



HISTORIC ASSESSMENT APPLICATION

OFFICE OF HISTORIC PRESERVATION

1901 S ALAMO, SAN ANTONIO, TEXAS 78204 | 210-207-0035

INFO@SAPRESERVATION.COM

DATE OF RECEIPT

Use this form for:

1. Requesting a **determination of non-contributing status** for a structure that is within a historic district or is a designated historic landmark.
2. Confirming the current designation status of your property with a **designation verification**.
3. Applying for a **historic assessment** to better understand the historic significance of your property.

REQUIRED DOCUMENTS

1. Historic Assessment Application (this form) with signatures.
2. Review Fee. Please refer to the fee schedule on the next page.
3. Current color photos of all sides of the structure. (Photos should show the entire side, corner to corner. If this is not possible, please provide as many photos as necessary to show a complete side. Google images are not accepted.)
4. Site plan or annotated survey (indicate all structures on lot)

Please e-mail this form to info@SAPreservation, or bring it in person to our counter at the physical address above.

Please note that determinations of contributing status will be released after a 30 day review period, during which the Office of Historic Preservation will notify the registered neighborhood association and stakeholders of the request.

Property Address: _____ Zip code: _____

Mark all that apply:

Historic District Historic Landmark River Improvement Overlay Public Property Vacant Structure

Legal Description: NCB _____ Block _____ Lot _____ Search BCAD if unknown

Zoning code: _____ Search COSA's One-Stop Map if unknown.

Property Owner Name: _____

Mailing address: _____ Zip code: _____

Phone number (if known): _____ Email (if known): _____

Applicant/Authorized Representative (Point of contact if different than owner): _____

Mailing address: _____ Zip code: _____

Phone number: _____ Email: _____

Structure Information:

Approximate Construction Date: _____

Structure Frame material: _____

Property type (check one): Commercial Residential Other

Reason for request: _____

Structure type (check one): Primary Accessory

I, THE APPLICANT, DECLARE THAT THE INFORMATION PRESENTED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF APPLICANT

DATE

UNIFIED DEVELOPMENT CODE Sec. 35-619. - Non-Contributing Structures.

Requests for determination of whether an object, building, structure or sign are contributing or non-contributing to a historic landmark or historic district shall be made on an application obtained from the historic preservation officer through the office of historic preservation. The historic preservation officer shall review the application for completeness and shall make a determination whether the subject of the application is contributing or non-contributing within thirty (30) days of deeming the application complete. The historic preservation officer shall retain, for such period as required under applicable record retention law, a written statement summarizing the reasons for the determination. The historic preservation officer may, at his or her discretion, present the application to the historic and design review commission for their recommendation.

FEE SCHEDULE

Determination of non-contributing status, PRIMARY	\$350	30 day Review
Determination of non-contributing status, ACCESSORY	NONE	30 day Review
Historic Assessment (valid for five (5) years)	\$350	45-60 day Review
Re-issue Historic Assessment (additional five (5) years)	\$250	30 day Review
Designation Verification	\$150	30 day Review

PAYMENT PROCESSED

AMOUNT: _____

Staff's initials: _____

30 Day Review period ends:

Date: ____/____/_____