



# HISTORIC LANDMARK DESIGNATION 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. First step in seeking local historic designation (followed by a change in zoning application).
2. Making your property eligible for the local Substantial Rehabilitation Tax Incentive.

## REQUIRED DOCUMENTS

1. Landmark Designation Application (this form) complete with signatures.
2. 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).
3. Statement of Significance
  - Architectural Description
  - Property history, including any people or events associated with the property if applicable
  - Three or more criteria the property meets under UDC 35-607. (\*link)
  - References/sources for your research

The Office of Historic Preservation designates landmarks on the basis of historical, architectural, and cultural significance. [Section 35-607](#) of the Unified Development Code (UDC) outlines the Designation Criteria for Historic Districts and Landmarks. Please provide a Statement of Significance for why the property meets the criteria as outlined in the UDC, as indicated above.

**Please e-mail this form to [info@SAPreservation.com](mailto:info@SAPreservation.com), or bring it in person to our counter at the physical address above.**

Property Address: \_\_\_\_\_ Zip code: \_\_\_\_\_

Mark all that apply:

\_\_\_ River Improvement Overlay \_\_\_ Public Property \_\_\_ Vacant Structure \_\_\_ Other: \_\_\_\_\_

Legal Description: NCB \_\_\_ Block \_\_\_ Lot \_\_\_ Property ID: \_\_\_\_\_ Search BCAD if unknown.

Zoning Code: \_\_\_\_\_ Search COSA's One-Stop Map if unknown.

Property Owner Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Mailing address: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_ Spanish translation: Preferiría tener un traductor de español en la audiencia. (I would prefer to have a Spanish translator at the hearing.)

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

***\*If a representative, please provide written authorization from the property owner.***

SIGNATURE OF APPLICANT

DATE