



# HISTORIC & DESIGN REVIEW COMMISSION APPLICATION FORM

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

Date Complete: \_\_\_\_\_  
Staffs Initials: \_\_\_\_\_  
Date of Scheduled HDRC Meeting: \_\_\_\_\_  
60 Day Review: \_\_\_\_\_

Property Address

Historic District  Landmark Name

River Improvement Overlay  Public Property  Other \_\_\_\_\_

Parcel ID: NCB  Block  Lot  Zoning

Name of Property Owner

Mailing Address:  Zip Code

Phone Number:  Email Address:

Name of Applicant/Authorized Representative

Mailing Address:  Zip Code

Phone Number:  Email Address:

**BELOW PROVIDE A DETAILED DESCRIPTION OF THE PROJECT (USE AN ADDITIONAL PAGE IF NECESSARY)**

Conceptual Approval  Final Approval Original HDRC Hearing Date: \_\_\_\_\_

SEE THE FOLLOWING PAGE FOR REQUIRED EXHIBITS. NO CASE WILL BE SCHEDULED FOR A HEARING UNTIL ALL SUPPORTING MATERIALS ARE RECEIVED.  
**This completed form and attachments are to be submitted in person to 1901 S. Alamo.**

**REQUIRED ATTACHMENTS:** (No case will be scheduled for a hearing until all supporting materials are received.)

- ONE ORIGINAL PRINTED COPY OF ALL MATERIALS LISTED BELOW**
- COPY OF ALL EXHIBITS, DRAWINGS, AND PHOTOS ON A COMPACT DISC IN PDF OR JPEG FORMAT**
- Completed HDRC Application
- Photos of all sides of the structure and site (color photos no smaller than 4" X 6")
- Written narrative explaining the proposed work
- Site plan
- Elevation drawings and floorplans of planned addition or alterations (8 1/2" X 11" reproducible sheets)
- Specifications of materials to be used
- Documentation of all materials, finishes, and/or fabrics
- Signage mock-up
- FEES: Commercial Projects: \$100; Sign Applications: \$100

**TIP:** Submit sufficient materials and information so that someone would be able to understand your project without speaking with you.

**LETTER OF AUTHORIZATION**

IF THE PROPERTY OWNER DOES NOT APPEAR PERSONALLY BEFORE THE COMMISSION, A LETTER OR SIGNATURE OF AUTHORIZATION MUST BE PRESENTED TO THE HISTORIC PRESERVATION OFFICER OR THE CASE WILL NOT BE HEARD.

I hereby authorize \_\_\_\_\_ of \_\_\_\_\_  
(Name of Representative) (company or agency)

\_\_\_\_\_ to represent me in the matters pertaining to this case.  
(Address)

PLEASE BE ADVISED THAT THE COMMISSION HAS A POLICY OF ONLY HEARING A CASE WHEN THE OWNER OR THE OWNER'S REPRESENTATIVE IS PRESENT TO PRESENT THE CASE.

A STAFF MEMBER FROM THE OFFICE OF HISTORIC PRESERVATION MAY VIDEO TAPE OR PHOTOGRAPH YOUR PROPERTY FOR THE HISTORIC AND DESIGN REVIEW COMMISSION MEETING AND PLACE A NOTICE SIGN ON THE PROPERTY.

Applicant understands the following:

1. If the Commission fails to approve any portion of a request and recommends that changes be made in the plans and specifications, the applicant will have (5) days in which to inform the Historic Preservation Officer as to whether the applicant agrees to recommended changes.
2. Following each meeting, the City Manager or designee is notified of the Commission's action. Within ten (10) days from receipt of the recommendation, the City Manager or designee shall notify the applicant as to whether their request has been approved, conditionally approved, or denied.
3. If the applicant does not concur with the Commission's recommendation, appeal to the Zoning Board of Adjustment may be made within thirty (30) days after receipt of notification.

APPROVAL BY THE COMMISSION DOES NOT TAKE THE PLACE OF A BUILDING PERMIT. PERMITS MUST BE OBTAINED FROM THE CITY OF SAN ANTONIO, DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES, 1901 S. ALAMO, AFTER COMMISSION APPROVAL.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION AND I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT ALL INFORMATION PROVIDED IN THIS APPLICATION AND ATTACHMENTS IS CORRECT.

\_\_\_\_\_  
**SIGNATURE OF PROPERTY OWNER**

\_\_\_\_\_  
**DATE**