

Which Form Do I Need?

If you are planning on do any work to the exterior of your property in a historic district, RIO district, or individual landmark, you will need to complete either an *Historic Design and Review (HDRC) Application* or a *Administrative Certificate of Appropriateness Application*. Below is a quick reference guide for which form you should complete.

HDRC Application	Administrative C of A Application
New Construction or additions to buildings	Replacement of aged or deteriorated exterior materials or surface finishes with the same materials or finishes
Exterior alterations in material and design including replacing historic or original windows with non-historic materials.	Foundation repair. Sidewalk, driveway, or patio repair
Demolition of a structure in a historic district, RIO district, or a landmark designated structure	Glass window replacement with no change in appearance. Window and door repair with same material
Construction, alteration, or removal of new stairs, deck, porch, railing	HVAC unit placement in rear of house
Relocation of historic structure	Replacement or new fencing for the side and backyard with appropriate material and in conformance with the UDC
New hardscaping, new or expanded driveways, new or expanded parking areas	New or replacement exterior lighting fixtures for residential homes with no impact on surrounding homes
Change in materials for replacement of features such as roof, windows, doors	Refacing or replacement of appropriate signs in conformance with the UDC and RIO guidelines. New signage for buildings with an approved Masterplan. Temporary banners
Construction of new accessory structure larger than 200 square feet or with a foundation	Replacement of synthetic siding with original wood siding
Changes to COA or renewal of expired COA	Removal of burglar bars and burglar doors
Historic Landmark designation, new historic district designation	Addition of prefabricated storage shed no larger than 200 square feet with no foundation located in the rear of the property
New exterior signage	Paint color that is consistent with the district on previously painted surfaces
New front yard fencing	Minor landscaping and sprinkler systems. Backyard landscaping. Construction, addition, or removal of inground swimming pools installed in the backyard
Tax Certification and verification	Demolition of non-historic accessory structures, non historic additions of non-historic materials. Reopen enclosed porch.

**This is a sample list. Each request will still be reviewed by staff for its completeness and appropriateness. Staff may require further staff review or review by the HDRC.*

For a full explanation of the Office of Historic Preservation application process, please contact staff at OHP@sanantonio.gov or (210) 215-9274. Applications and additional information are also available on our website at www.sanantonio.gov/historic.