



# CERTIFICATE OF APPROPRIATENESS LANDMARK COMMISSION

Planning and Development Division  
823 Rosenberg, 4th Floor, Room 401, Galveston, TX 77550

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## Landmark Commission Meeting Schedule - 2020

Deadline / Meeting		Deadline / Meeting		Deadline / Meeting		Deadline / Meeting	
<b>January</b>	12/2.....1/6	<b>April</b>	3/2.....4/6 3/16.....4/20	<b>July</b>	6/1.....7/6 6/15.....7/20	<b>October</b>	9/8.....10/5 9/21.....10/19
<b>February</b>	1/6.....2/3 1/21.....2/17	<b>May</b>	4/6.....5/4 4/20.....5/18	<b>August</b>	7/6.....8/3 7/20.....8/17	<b>November</b>	10/5.....11/2 10/19.....11/16
<b>March</b>	2/3.....3/2 2/17.....3/16	<b>June</b>	5/4.....6/1 5/18.....6/15	<b>September</b>	8/17.....9/21	<b>December</b>	11/2.....12/7

*Meetings typically are 4:00pm in City Council Chambers, 2nd Floor of City Hall, 823 Rosenberg. Verify with staff prior to meeting date.*

### I. PROPERTY INFORMATION

Street Address/Location, or

Legal Description (Lot Number, Block Number, Subdivision)

Present Use(s) and Improvement(s) on Property

Proposed Use(s) and Improvement(s) on Property

### II. APPLICANT INFORMATION

Property Owner Name

Telephone

Mailing Address

E-mail Address

Applicant/Representative Name

Telephone

Mailing Address

E-mail Address

### III. PROPOSED WORK

Exterior Alteration

Addition

New Construction

Relocation

Other (Please Specify): \_\_\_\_\_

### IV. NARRATIVE OF REQUESTED ACTION (Attach additional pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. ACKNOWLEDGEMENTS**

I certify that [ ] I am the legal owner on record, or [ ] I have secured the property owner’s permission and have full authority to make this application, and that the above information is correct and complete to the best of my knowledge and ability.

**Please read and initial below:**

- \_\_\_\_\_ I understand that all documents submitted with this application are subject to open records requests in accordance with the Open Records Act / Texas Public Information Act.
- \_\_\_\_\_ I understand that receipt of an application does not constitute application completeness and that staff will review the application and return incomplete applications. I understand that application fees are non-refundable once an application has been accepted and processed.
- \_\_\_\_\_ I understand that if I am not present or represented at the public hearing, the Landmark Commission may defer or disapprove/deny the application.
- \_\_\_\_\_ I understand that, in considering my application, the Landmark Commission determines whether the proposed work complies with the *Design Standards for Historic Properties* and the Secretary of the Interior’s *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*.

\_\_\_\_\_  
Printed Name and Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Signature of Property Owner

\_\_\_\_\_  
Date

**VI. APPLICANT CHECKLIST**

- ✓ *All documents should be provided in 8.5" x 11", or please fold to appropriate size if larger. All drawings must be to scale.*
- ✓ *Please provide electronic copies, if available. Other pertinent information to support said request should also be attached.*

- [ ] **Pre-Application Meeting with City Staff** (Staff initial here if waived: \_\_\_\_\_)
- [ ] **Elevation Drawings** – Illustrating proposed structure and/or alterations.
- [ ] **Illustrations** – Photos of current and proposed materials to be used.
- [ ] **Materials List** – Please provide a complete list of the proposed materials to be used
- [ ] **Site Plan** – Site Plan must include:
  - Scale, North Arrow, Legal Descriptions, Street Address
  - Location and dimension of the lot(s) and adjacent lots that may be impacted
  - Footprint of all existing and proposed structures, with dimensions and distance from property lines and adjacent buildings
  - All building setbacks (front, rear, side, structure to structure)
  - Location/type of driveways and sidewalks, with dimensions
  - Alley location and dimensions (where applicable)
- [ ] **Survey**
- [ ] **Title Report**– if property was purchased within the last 60 days.
- [ ] **Non-Refundable Application Fee \$250.00** – *New Construction Only* (payable to the City of Galveston)