



PLANNING & DEVELOPMENT SERVICES

To: Building Development Stakeholders

Subject: Certificate of Alteration Procedures – Bulletin

Date: April 12, 2021

Created By: Comprehensive Planning Division

Purpose:

The purpose of this bulletin is to inform applicants of the required process for obtaining a **Certificate of Alteration (C of A)**. This process is in accordance with **Chapter 66 of the New Braunfels Code of Ordinance**. C of A's are required prior to any external work on properties located within a Historic District or designated as a Historic Landmark, this includes demolition of buildings. C of A's must be approved by the Historic Landmark Commission (HLC) at their monthly meeting. While C of A applications can be submitted concurrently with building permit applications, the most expedient avenue of success is to submit a C of A application prior to the submittal of any residential or commercial building permit application.

Scope:

C of A applications can be found at <http://www.nbtexas.org/1093/Forms-Applications>. A schedule of meetings and due dates for 2021 can be found attached to this bulletin.

For large projects such as major renovations, new builds, and large additions, it is **highly recommended** to request a Design Review Meeting prior to submittal. The meeting gives the applicant an opportunity to meet with city staff and commissioners to discuss your project prior to a full review from the HLC. You may request a Design Review meeting here: <http://www.nbtexas.org/3141/Design-Review>.

Certificate of Alteration applications should be dropped off at City Hall or emailed directly to CGasperek@nbtexas.org. Applications can also be submitted online at <http://nbtexas.org/2414/Permits-Inspections>.

Once a complete C of A application has been submitted, you can expect to have your case reviewed at the next HLC meeting. The HLC meets regularly on the 2nd Tuesday of every month at 8:30am. It is highly recommended that the applicant, the contractor, and/or architect attend the meeting to present and discuss your request with the Commissioners.

If you have any questions about the Certificate of Alteration process please contact Caleb Gasperek, Historic Preservation Officer, at 830-221-4086 or CGasperek@nbtexas.org.

Bulletin Created By: Caleb Gasperek



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**2021-2022
HISTORIC LANDMARK COMMISSION MEETING
CALENDAR**

**MEETINGS ARE HELD VIA ZOOM UNTIL FURHTER
NOTICE**

Meeting Date (2ND TUESDAY OF EVERY MONTH AT 8:30 AM)	Application Deadline
Tuesday, March 9, 2021	Tuesday, February 23, 2021
Tuesday, April 13, 2021	Tuesday, March 30, 2021
Tuesday, May 11, 2021	Tuesday, April 27, 2021
Tuesday, June 8, 2021	Tuesday, May 25 2021
Tuesday, July 13, 2021	Tuesday, June 29, 2021
Tuesday, August 10, 2021	Tuesday, July 27, 2021
Tuesday, September 14, 2021	Tuesday, August 31, 2021
Tuesday, October 12, 2021	Tuesday, September 28, 2021
Tuesday, November 9, 2021	Tuesday, October 26, 2021
Tuesday, December 14, 2021	Tuesday, November 30, 2021
Tuesday, January 11, 2022	Tuesday, December 28, 2021
Tuesday, February 8, 2022	Tuesday, January 25, 2022
Tuesday, March 8, 2022	Tuesday, February 22, 2022
Tuesday, April 12, 2022	Tuesday, March 29, 2022