



Application for Certificate of Appropriateness for a City Landmark or Local Historic District

Adopted December 2012

Permit Information	
For Office Use Only	BP- _____ PR- _____ C14H/LHD - _____
	Property Name or LHD: _____ Contributing/Non-contributing
	<input type="checkbox"/> RELEASE PERMIT <input type="checkbox"/> DO NOT RELEASE PERMIT <input type="checkbox"/> HLC REVIEW _____ FEE PAID: \$ _____
HISTORIC PRESERVATION OFFICE DATE: _____	
Property Information	
Address: 3800 Mount Bonnell Rd. Austin Texas, 78731	
Scope of Work	
Conceptual of proposed landscape improvements for the existing hardscape and landscape bed area at the pergola/gazebo. <ul style="list-style-type: none"> Installation of seating area underneath existing pergola Removal of one (1) stone tier at existing retaining wall and the modification of risers and treads to be evenly spaced including any repair and replacement of stone paving surface Addition of handrails at existing step risers and treads Addition of a limestone feature within the monument area that mimics the outline of the Colorado River. Addition of stone hardscape to the area east of the limestone feature to allow for closer viewing of the existing monument 	
Applicant	
Name: Fred Bothwell in cooperation with PARD Reynaldo Hernandez Jr	
Address: 203 South Ridge Circle	
City/Zip: Georgetown, Texas 78628	
Phone: 512-635-4433	
Email: frebo@yahoo.com \ reynaldo.hernandez@austintexas.gov	
Owner	
Name: Austin Parks and Recreation - Reynaldo Hernandez Jr	
Address: 200 South Lamar	
City/Zip: Austin Texas, 78704	
Phone: 512-974-6700 \ 512-974-9464	
Email: reynaldo.hernandez@austintexas.gov	
Architect or Contractor Information	
Company: _____	
Address: _____	
City/Zip: _____	
Phone: _____	

Owner's Signature

10.2.13

Date

Applicant's Signature

10.2.2013

Date



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The Historic Landmark Commission (HLC) reviews proposed exterior and site changes to City Historic Landmarks and properties in Local Historic Districts to assist owners in retaining the character-defining architectural features of important historic sites and districts. An approved Certificate of Appropriateness from the HLC is required in advance of performing all non-routine exterior and site work, including installation of signage. Your building permit will not be released without an approved Certificate of Appropriateness review by the City HPO or the HLC.

A Certificate of Appropriateness is required for all non-routine exterior work, including alterations to historic materials or the visual appearance of a site or building façade. These include additions to existing buildings, construction of new buildings, re-painting of Landmarks with new colors, changes in roof color or materials, major landscape work including pools, and changes in sidewalks and driveways. HLC review is usually not required for ordinary maintenance work such as re-painting with existing colors and performing routine repairs using like materials. Please check with the City HPO if you are uncertain whether a historic review is required.

Submit your building permit application for zoning review first, and provide a copy of the reviewed and stamped application and site plan to the City HPO prior to review by the HLC to ensure that your plans conform to all applicable zoning regulations. **If a modification is required from the Residential Design and Compatibility Commission or Board of Adjustments, that approval must be obtained prior to review by the HLC.** This form does not substitute for other required permit review applications.

The City HPO may approve certain minor projects without a review by the HLC. Minor projects include the construction of one-story rear additions of less than 600 square feet, two-story additions not visible from the street, and pools, decks, fences, back porch enclosures or other minor features

Submittal Requirements:

1. One set of dimensioned building plans, with the scale indicated on each sheet, including elevations, floor plan, site plan or layout, and a roof plan. Plans must indicate all proposed exterior and site changes (additions, alterations, new construction, or demolition). For changes and additions, the plan set must show existing and proposed conditions. Mechanical and electrical plans are not necessary.
 - a. Elevation sheets must specify all exterior building materials and finishes to be used, i.e., siding, roofing, windows, doors, fences, etc.
 - b. For review purposes electronic submittal of plans in PDF format is preferred. If hard copies are submitted original plans should be no larger than 11" x 17" and be of a good, reproducible quality. If you require a full-size set, these will be stamped for approval after review by the City HPO or HLC.
 - c. Material samples, specifications or manufacturer information may be requested by staff.
2. Color photographs of the structure and site. Include overall elevation views and close-ups of all affected areas being modified. Digital images submitted electronically are preferred

Submittal Process:

1. Apply for a city building, demolition, and/or relocation permit and obtain zoning compliance approval from City Zoning Review staff.
2. Complete the application for a Certificate of Appropriateness for a City Landmark or Local Historic District with all required information, plans, and photographs, and review fee, payable by check to the City of Austin.
3. Submit all application materials to the City HPO per the submittal deadline schedule available on the HPO web site or at the HPO office.

Preliminary Review by Certificate of Appropriateness Committee: The Certificate of Appropriateness Committee is made up of three members of the HLC. Applicants may have their projects reviewed by this Committee prior to submitting for final review by the HLC. The Committee provides informal review of projects, may suggest revisions to plans and specifications to meet standards, and makes recommendations to the full HLC regarding applications.

Historic Landmark Commission Meetings: The HLC generally meets on the fourth Monday of every month at 7:00 p.m., unless otherwise announced. Applicants or their agent are advised to attend the meeting to present information to the Commission and to answer any questions the Commission may have regarding the project. Failure to attend a Commission meeting may result in a postponement or denial of your application.

Reviewed plans: Once reviewed by the HLC, the HPO staff will provide stamped copies of the reviewed plans to the applicant within 10 days after the meeting, unless further information is required by the Commission for release of the permit. No permit will be released until the required review by the City HPO or the HLC is complete, and no work may commence until the applicant obtains necessary permit(s).

Fees: All applications for review must be accompanied with the appropriate review fee per the City's permit fee schedule. If the application requires review by the Historic Landmark Commission an additional notification fee must be paid as well.