



# CITY OF CASTROVILLE

*Little Alsace of Texas*

Permit Number: _____
Submittal Date: _____
<i>office use only</i>

## Community Development Department

703 Paris St. Castroville, Tx 78009

(830) 931-4090

[permits@castrovilletx.gov](mailto:permits@castrovilletx.gov)

## Certificate of Appropriateness Application

Property Information				
Project Address:				Zoning:
Legal Description:	Lot	Block	Range	Subdivision
Landmark Name:				

Owner Information		
Owner Name:		
Mailing Address:		
Phone:	Fax:	Email:

Project Description

**Any application that is missing information will be considered incomplete and will not be processed. Please see the list of application requirements on the following page.**

*I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of project will be complied with whether specified or not. I certify that I have read Article IV, Section 2 (entitled "Special Historic District and Landmark Regulations") of the Comprehensive Zoning Ordinance of the City of Castroville and will comply with all regulations found therein. The granting of a Certificate of Appropriateness does not take the place of any required building permit and does not presume to give authority to violate or cancel the provisions of any other state or local law.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## **INFORMATION SECTION**

Please read the following information regarding Certificate of Appropriateness prior to submitting an application.

**Any application that is missing information will be considered incomplete and will not be processed.**

### **APPLICATION DUE DATE/DATE OF HEARING:**

All applications are due by the date on the chart attached. There will not be a waiver of date, so please plan accordingly. Applications will be reviewed for completeness by Community Development staff.

### **REQUIRED FEES:**

**Application Fee** \$50.00

### **APPLICATION REQUIREMENTS**

To apply for a Certificate of Appropriateness please submit the following regarding your project:

1. Site plan showing the location of the structure of property on its lot;
2. Photographs of all elevations of the structure or property and details pertaining to the proposed work;
3. Detailed description of the proposed work;
4. Elevation drawings of the proposed changes, if applicable;
5. Samples of, or appropriate information concerning materials to be used;
6. Rationale for why the proposed change is compatible with designation as a historic landmark or property within a historic district;
7. Any other information which the Historic Landmark Commission or staff deems reasonably necessary to visualize and evaluate the proposed work;

### **LETTER OF AUTHORIZATION:**

If the applicant is not the property owner, a letter signed by the owner authorizing the applicant to act on their behalf must accompany this application.

### **LEGAL DESCRIPTION:**

If the property is not platted (example of platted property: Lot A, Block 4, ABC Subdivision), a survey and/or metes and bounds description of the property with an exhibit illustrating property boundaries **must** accompany the application.

### **APPLICATION FOR CERTIFICATE OF APPROPRIATENESS PROCESS/PROCEDURE:**

1. Applicant completes the application for Certificate of Appropriateness and submits said application with required attachment(s) and filing fees
2. The city will call a Historical Landmark Commission meeting, based on the schedule provided on the following page, and review for completeness after receipt of payment.
3. A meeting is held before the Historical Landmark Commission at which time the commission approves or denies the Certificate of Appropriateness. The Historical Landmark Commission has the final say and the Certificate of Appropriateness does not need to go to City Council for approval.



# CITY OF CASTROVILLE

*Little Alsace of Texas*

**January 2023 – December 2023  
MEETING CALENDAR**

Planning and Zoning Commission <sup>1</sup>		Historic Landmark Commission	
Meeting Date City Council Chambers – 6:30 p.m.	Application Submittal Deadline	Meeting Date City Council Chambers – 6:30 p.m.	Application Submittal Deadline
January 11, 2023	December 5, 2022	January 17, 2023	January 2, 2023
February 2, 2023	January 3, 2023	February 21, 2023	February 6, 2023
March 8, 2023	January 30, 2023	March 21, 2023	March 6, 2023
April 12, 2023	March 6, 2023	April 18, 2023	April 3, 2023
May 10, 2023	April 3, 2023	May 16, 2023	May 1, 2023
June 14, 2023	May 8, 2023	June 20, 2023	June 5, 2023
July 12, 2023	June 5, 2023	July 18, 2023	July 3, 2023
August 9, 2023	July 3, 2023	August 15, 2023	July 31, 2023
September 13, 2023	August 7, 2023	September 19, 2023	September 4, 2023
October 11, 2023	September 4, 2023	October 17, 2023	October 2, 2023
November 8, 2023	October 9, 2023	November 21, 2023	November 6, 2023
December 13, 2023	November 6, 2023	December 19, 2023	December 4, 2023

Zoning Board of Adjustments - The board meets on an as needed basis in City Council Chambers on Mondays at 6:00 p.m. Variance requests will be presented to the board 30 days (the closest Monday to the 30<sup>th</sup> day) after the application, associated materials, and fee have been submitted.

<sup>1</sup> For purposes of the 30-day deadline for plat approval, the time starts when the Planning and Zoning Commission receives the application, which is not until the day of the meeting regarding that application.