



CITY OF LAREDO
 Historic District/Landmark Board
 Application
 HDLB - -



Applicant _____
 (If different from Property Owner)

Property Owner _____

Address _____

Address _____

Telephone _____

Telephone _____

Cellular _____

Cellular _____

E-Mail Address _____

E-Mail Address _____

***NOTE: If applicant is different from the owner named on the deed, the affidavit on page three of this application must be completed.**

- All owners of the above cited property must sign and date application.
- If the owner of the property is a corporation, proof of legitimacy of signing party must be provided.

Name of designated representative (If different from Property Owner) _____

Address _____

Telephone _____

Cellular _____

E-Mail Address _____

Building Name and Address: _____

Legal Description: Lot No. _____ Block No. _____

Subdivision Name: _____ No. of Lots: _____

Historic District _____

Request / Scope of Work: _____

The Historic District/Landmark Board meets the 2nd Thursday of each month. Complete applications must be submitted 22 days prior to the meeting date by 12 noon. Contact Alejandrina Sanchez, Historic Preservation Officer, at (956) 794-1610 for additional information.

Petitioner must submit the following with the application:

- _____ 1. Recorded deeds confirming ownership and location of property and notarized affidavit if necessary. (If applicant is different from the property owner, a notarized affidavit must be provided)
- _____ 2. Plans must be submitted for the proposed alterations, additions or changes, and for any new construction. Plans and exterior elevations shall be drawn to scale (1 in. = 20 ft.) and shall include proposed materials, textures, colors, and site layout, including parking lots, fences, walls, walks, terraces, plantings, accessory buildings, signs, lights and other elements. Site plan must depict existing and new proposed improvements.
- _____ 3. Clear photographs of all sides of the building under consideration and photographs showing contiguous properties must be submitted.
- _____ 4. When exterior painting is proposed, color samples for exterior paint must be submitted in addition to 1, 2 and 3.
- _____ 5. When new or replacement signage is proposed scale drawings and elevations of the signage with dimensions, samples of lettering style and colors must be submitted in addition to 1 and 2. Drawings must contain information on proposed font, letters, size, and colors). Applicant must also provide recommendation from the Building Development Services Department for sign compliance.
- _____ 6. \$ 100.00 Application Fee (Ordinance No. 2012-O-160)

NOTE: The City Planning Department has information on restoration techniques, economic incentives, and other helpful information. Please, contact Alejandrina Sanchez, Historic Preservation Officer at (956) 794-1610. (For NEZ Program, contact the Building Development Services Department for application process.)

Signature of Petitioner: _____ Date: _____

Signature of Owner (s): _____ Date: _____

AFFIDAVIT

(Appointment of Representative)

THE STATE OF TEXAS

COUNTY OF WEBB

BEFORE ME, the undersigned official, on this day personally appeared _____,

who is personally know to me, and first being duly sworn according to law upon his/her oath deposed and said:

“My name is _____; I am over eighteen (18) years of age and I reside at _____ . I have personal knowledge of the facts stated herein, and they are all true and correct. I own the property which is the subject of this proposed Historic District/Landmark Board Application. I have designated _____ to represent me in filling an application with the Planning Department of the City of Laredo, and to appear on my behalf at all necessary meetings of the Historic District/Landmark Board of the City of Laredo with respect to this Application. In relation to this, it is my understanding that as owner of the fore mentioned property either I or my designated representative may appear on behalf of the Application. It has been explained to me and I understand that a written notice must be filed with the Director of Planning for the City of Laredo, Texas, to give notice to the City of the termination or substitution of representation in the Historic District/Landmark Board case.”

Affiant

On _____, 20____, personally appeared _____ and having been duly sworn by me, subscribed to the foregoing affidavit and has stated that the facts therein are true and correct.

Notary Public, State of Texas

SITE PLAN GUIDE

An application for Historic District / Landmark Board requires a site plan. The site plan is used by the Board and the City Council in their decision making process. Also, the site plan becomes an attachment to the ordinance. Therefore, the site must ultimately look like the site plan or the ordinance becomes null and void after the Boards and Council action.

An accurate site plan must be submitted or the case will be put on hold. The site plan must contain the following information before it can be accepted.

- 1) The site plan is to be drawn to scale: 1 in. = 20 ft., with an arrow showing north.
- 2) Include the legal description and address of the site.
- 3) Show all lot lines and/or boundaries with measurements
- 4) Show any streets which abut the site. Street names must be included.
- 5) All measurements shall be in feet and inches.

Other additional requirements of a site plan are:

- a. Show all existing and /or proposed entrances, exits, and off-street parking. Site plans for location which will be used for commercial purposes must show required off-street parking, maneuvering space, and fencing. No head-in parking is allowed.
- b. Show all existing and/or proposed buildings or structures on the site, and their dimensions. Any proposed structures on the site must be shown with the proper setbacks. (Setbacks should be drawn with dashed lines.)
- c. Location and dimensions of all proposed signage if any.

GUIA PARA EL PLANO DE UBICACION

Una solicitud para la junta ante el Consejo de Distrito y Marcas Históricas, requiere un plano del sitio. El plano del sitio es utilizado por la Comisión en el proceso de revisión y toma de la decisión final de cada aplicación. Dicho plano del sitio, se convierte en un documento adjunto a la orden de apruebo; por lo tanto, la propiedad en el sitio deberá reflejar las mejoras propuestas en como aparecen en el plano o planos. En caso de que el solicitante altere el plano aprobado por el Consejo al momento de la junta, la Orden final de apruebo será revocada y el solicitante tendrá de volver a aplicar para una nueva revisión ante el Consejo.

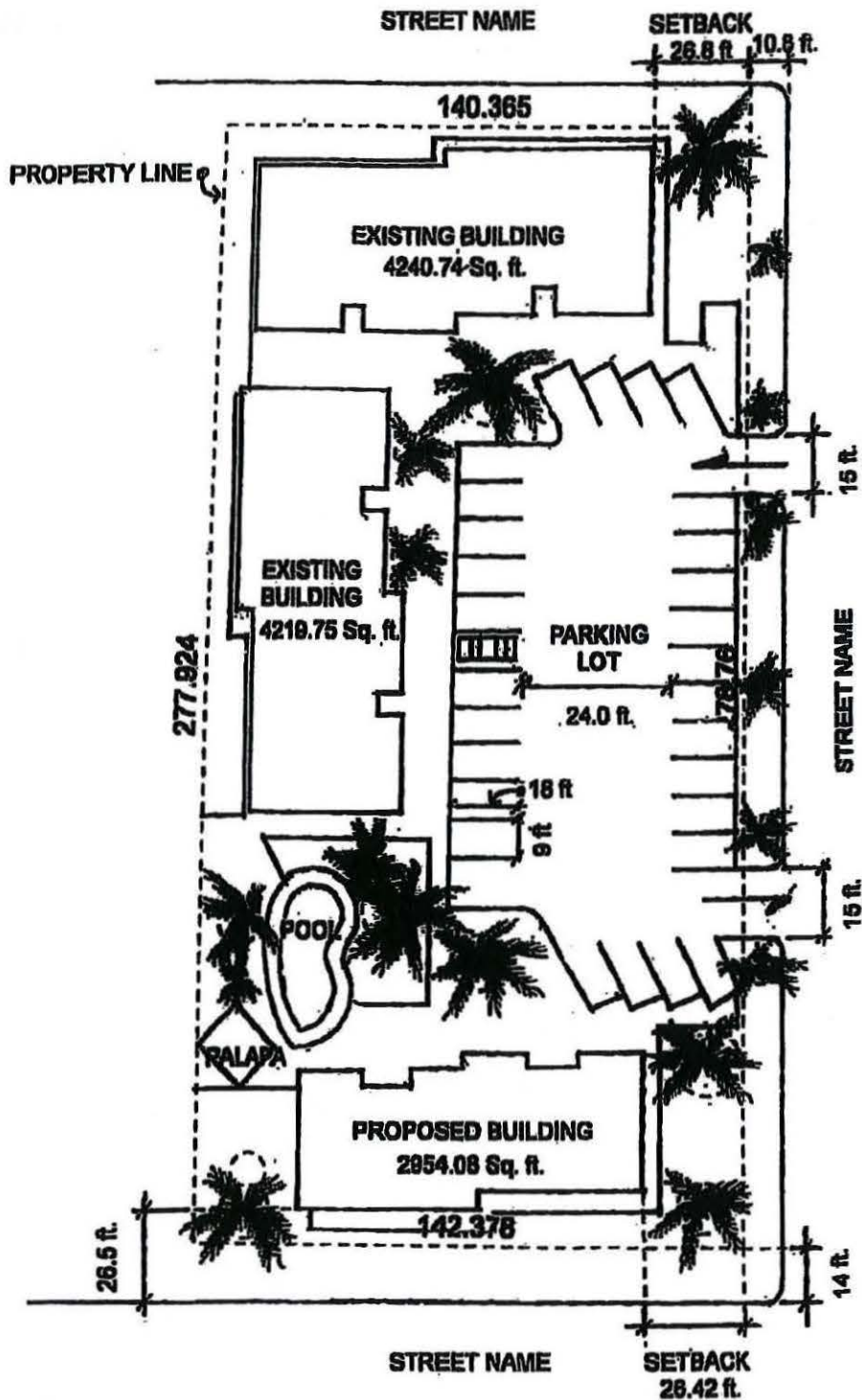
El plano de ubicación deberá presentarse con la mayor precisión posible o el trámite se verá aplazado hasta obtener el correcto. Un plano de ubicación preciso debe contener la siguiente información antes de ser aceptado:

- _____ 1) Deberá ser dibujado a escala: 1 pulgada = 20 pies.
- _____ 2) Deberá incluir la descripción legal correcta y el domicilio físico del sitio.
- _____ 3) Deberá mostrar todas las líneas divisorias y/o límites del terreno y sus medidas.
- _____ 4) Deberá mostrar las calles próximas al sitio incluyendo sus respectivos nombres.
- _____ 5) Deberá mostrar la flecha señalando el Norte en su plano.
- _____ 6) Todas las medidas deberán ser en pies y pulgadas.

Otros requisitos adicionales para el plano de ubicación son los siguientes:

- a. Deberá mostrar todas las entradas, salidas y estacionamientos existentes y/o propuestos.
***NOTA:** Planos de ubicación que serán utilizados para propósitos de uso comercial, deberán presentar área de estacionamiento exclusivo, espacio de maniobras y cercas requeridos. No se permite estacionamiento ajeno al edificio.
- b. Deberá mostrar todos los edificios o estructuras existentes y/o propuestos en el lugar y sus dimensiones.
***NOTA:** Cualquier estructura propuesta en el sitio deberá mostrarse respetando las restricciones propias del terreno (los límites a respetar deberán dibujarse con línea interrumpida)
- c. Deberá mostrar ubicación y dimensiones de señalamiento y anuncios propuestos.

SITE PLAN EXAMPLE



ENTRANCE

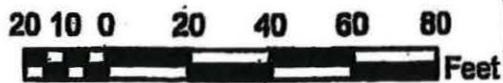
LEGEND:



EXIT

ADDRESS:
LEGAL DESCRIPTION:

LOT _____
BLOCK _____
SUBDIVISION NAME _____



SCALE