



Application for Review of a Building Permit within a National Register Historic District

Adopted December 2012

The Historic Landmark Commission (HLC) reviews applications for permits within National Register Historic Districts, including permits for full or partial demolition, relocation of structures, and building permits in an effort to retain the integrity and character-defining architectural features of the district. If your project is located within a National Register Historic District your building permit will not be granted without review and release by the Historic Preservation Office (HPO).

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 with this form 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, review by HLC must be completed first.** This form does not substitute for other required permit review applications. Applications for demolition and relocation permits and sign permits are filed separately and have additional requirements. For full demolition of a building, the design of the replacement building must be reviewed by the HLC prior to release of the demolition permit, unless action is required for public safety reasons..

The 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, rear additions to two-story buildings, fences, walls, pools, and the demolition of non-contributing buildings and certain outbuildings and carports. All other reviews must be presented to the HLC for comment.

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 original plans should be no larger than 11" x 17" and be of a good, reproducible quality. Plans may also be submitted electronically in PDF format. 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 from 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 acceptable.

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 Review of a Building Permit in a National Register 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 by noon on the application submittal deadline. The deadline for application submittal is always 4 Thursdays prior to the hearing date.

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 City HPO will provide stamped copies of the reviewed plans to the applicant within 10 days, unless further information is required by the HLC for release of the permit. No permit for building, demolition, or relocation within a National Register Historic District 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 the 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.



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GENERAL DESIGN GUIDELINES USE FOR REVIEW OF PERMITS IN NATIONAL REGISTER HISTORIC DISTRICTS

The following guidelines, based upon the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties, are used to review projects in the National Register Historic Districts:

- The distinguishing original qualities or character of a property and its environment shall not be destroyed. Removal or alteration of any historic material or distinctive architectural features should be avoided.
- All properties shall be recognized as products of their own time. Alterations which have no historical basis and which seek to create an earlier appearance shall be discouraged.
- Changes which have taken place in the course of time may have acquired significance in their own right, and shall be recognized and respected.
- Distinctive stylistic features or examples of skilled craftsmanship which characterize a property shall be treated with sensitivity.
- Deteriorated architectural features shall be repaired rather than replaced whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence.
- Surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- Contemporary design for alterations and additions to existing properties are appropriate when such alterations and additions do not destroy significant historic, architectural, or cultural material and are compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
- Whenever, possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would not be impaired.
- The installation of protective or code-required mechanical systems shall be concealed whenever possible so as not to intrude upon or detract from the property's aesthetic and historical qualities except where concealment would result in the alteration or destruction of historically significant materials or spaces.
- Reconstruction of a part or all of a property shall be undertaken only when such work is essential to reproduce a significant missing feature in a historic district, and documentation exists to ensure an accurate reproduction of the original.



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Permit Information	
For Office Use Only	BP- _____ PR- _____ NRD - _____ NRHD: _____ 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: _____	
Scope of Work	
Applicant	
Name: _____	
Address: _____	
City/Zip: _____	
Phone: _____	
Email: _____	
Owner	
Name: _____	
Address: _____	
City/Zip: _____	
Phone: _____	
Email: _____	
Architect or Contractor Information	
Company: _____	
Address: _____	
City/Zip: _____	
Phone: _____	

Owner's Signature

Date

Applicant's Signature

Date