



Lockhart TEXAS

**CERTIFICATE FOR ALTERATION APPLICATION
"PRE-APPROVED" WINDOW REPLACEMENT**

*(512) 398-3461 • FAX (512) 398-3833
P.O. Box 239 • Lockhart, Texas 78644
308 West San Antonio Street*

APPLICANT / PROPERTY OWNER

APPLICANT NAME _____	ADDRESS _____
DAY-TIME TELEPHONE _____	_____
E-MAIL _____	_____
OWNER NAME _____	ADDRESS _____
DAY-TIME TELEPHONE _____	_____
E-MAIL _____	_____
PERSON DOING WORK _____	ESTIMATED COST _____

PROPERTY

ADDRESS _____

ZONING CLASSIFICATION _____

DESIGN GUIDELINES

Generally, the replacement of existing windows with historically appropriate designed painted wood single or 2-over-2 divided-light windows matched to the size of the historic window openings may be "pre-approved". Any other type of window replacement or closure of windows requires a Certificate for Alteration approval by the Commission as provided in Section 28-12.

ATTACHMENTS

PLEASE INCLUDE PHOTOS OF THE PROJECT AREA WITH THE APPLICATION, AS WELL AS A DIAGRAM OF THE PROPOSED WINDOW(S) WITH DIMENSIONS AND TECHNICAL SPECIFICATIONS. THE DIAGRAM MAY BE HAND-DRAWN. ALL ATTACHMENTS MUST BE IN 8.5" X 11" FORMAT.

APPLICATION FEE OF \$50.00, payable to the City of Lockhart Receipt Number:

TO THE BEST OF MY KNOWLEDGE, THIS APPLICATION AND ASSOCIATED DOCUMENTS ARE COMPLETE AND CORRECT.

APPLICANT SIGNATURE _____	DATE _____
PROPERTY OWNER SIGNATURE _____	DATE _____
HISTORICAL PRESERVATION OFFICER APPROVAL _____	DATE _____

CERTIFICATE FOR ALTERATION- SCOPE OF WORK QUESTIONNAIRE

This form must be completed by the applicant for a Certificate for Alteration. The Lockhart Historical Preservation Officer (HPO) shall independently verify all information provided on the application and attached questionnaire. The HPO shall review the application and this questionnaire in an expedient manner and notify the applicant of the outcome of the review. The HPO may approve this Certificate for Alteration, based upon adequacy of the information provided and verification of the scope of work. Additional information may be needed to complete the application and review process. Final review and action on the application for the Certificate for Alteration by the Lockhart Historical Preservation Commission in a public meeting may be required. Any required explanations to answers given shall be attached. The proposed improvements represented on this application will be the limit of construction and alteration work undertaken.

Construction shall not begin prior to authorization by the approval of the Certificate for Alteration.

Yes No Verified

SCOPE OF WORK QUESTIONS

Section One

- ___ ___ _____ 1. Is this application for construction or alteration on or at a property which is in a Historic District or a City-designated Historic Landmark? What is its zoning designation? _____
Check one: Historic Landmark ___ Historic District ___
- ___ ___ _____ 2. Is this application for any construction or alteration work that is **NOT** described or defined as ordinary maintenance of a historic property? Is it more than limited "Ordinary Maintenance"?
- ___ ___ _____ 3. Will the construction or alteration covered by this application include any work visible from the exterior of the property?
- ___ ___ _____ 4. Will the construction or alteration covered by this application remove or physically change any structural elements of the property (i.e. interior or exterior load-bearing walls, columns, posts, foundations, footings, etc.)?

Section Two

- ___ ___ _____ 1. Is the construction or alteration covered by this application considered an emergency repair of sudden, accidental, or unforeseen property damage? When did damage occur? _____
- ___ ___ _____ 2. Is the construction or alteration covered by this application considered necessary to correct a circumstance that endangers a building, business, owner, or the public?
- ___ ___ _____ 3. Is the construction or alteration covered by this application considered permanent, to be in place more than 90 days? (A temporary construction or alteration is required to be removed within 90 days and the property is to be returned to the original or agreed upon condition.)
- ___ ___ _____ 4. Has a permit been issued for any of the proposed work? Date: _____ Permit No. _____
Has any work actually started? ___ Describe: _____

Section Three

- ___ ___ _____ 1. Will the construction or alteration covered by this application make a physical change to any design elements, features, or finishes visible from the exterior of the property?
- ___ ___ _____ 2. Will the construction or alteration covered by this application repair or replace an element of the building or property with a material different from the original material of that element?
- ___ ___ _____ 3. Will the construction or alteration covered by this application include painting exterior surfaces that have not been previously painted?
- ___ ___ _____ 4. Does the construction or alteration covered by this application include demolition or removal of any part or element of the property visible from the exterior of the property?
- ___ ___ _____ 5. Will the construction or alteration covered by this application make any change in the appearance of the property as viewed from the exterior of the property?

Scope of Work Questions Verified By: _____

Date of Verification: _____

Certificate No. _____ Date Submitted _____

Please Note: A Certificate for Alteration is valid for a period concurrent with the Building Permit granted for the proposed work, or a period not to exceed 18 months.