



# Lockhart TEXAS

## CERTIFICATE FOR ALTERATION APPLICATION CFA-\_\_\_\_-\_\_\_\_

(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

LEGAL DESCRIPTION \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZONING CLASSIFICATION \_\_\_\_\_

### GENERAL INFORMATION

An approved Certificate for Alteration (CFA) is required by City Code for all signage, construction, alteration, or modification of property designated as Historic, if such activities will change the architecture, design, finishes, or outward appearance of a building, structure, object, site, area, or district, as viewed from the exterior (Ord. 93-19, Sec. 11 and 12). A CFA is also required for interior work affecting load-bearing walls. A City Sign Permit and/or City Building Permit may also be required by City Code. **Only fully completed applications will be accepted.**

### PROJECT DESCRIPTION AND ATTACHMENTS

PLEASE INCLUDE PHOTOS OF THE PROJECT AREA WITH THE APPLICATION, AS WELL AS A DIAGRAM(S) OF THE PROPOSED WORK WITH DIMENSIONS, MATERIALS, METHOD OF ATTACHMENT TO THE BUILDING (IF APPLICABLE), TECHNICAL SPECIFICATIONS, ETC. THE DIAGRAM MAY BE HAND-DRAWN. ALL ATTACHMENTS MUST BE IN 8.5" X 11" FORMAT. PROVIDE A DESCRIPTION OF THE PROPOSED WORK HERE:

\_\_\_\_\_  
\_\_\_\_\_

### 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, AND IT IS UNDERSTOOD THAT I OR ANOTHER REPRESENTATIVE SHOULD BE PRESENT AT ALL PUBLIC MEETINGS CONCERNING THIS APPLICATION.*

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

HISTORICAL PRESERVATION COMMISSION 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. 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 is 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.