



**APPLICATION FOR  
 CERTIFICATE OF APPROPRIATENESS  
 FROM THE HISTORIC LANDMARK COMMISSION  
 HISTORIC PRESERVATION OFFICE  
 DEVELOPMENT SERVICES DEPARTMENT**

**City of El Paso, Texas  
 2 Civic Center Plaza  
 El Paso, TX 79901-1196  
 915-541-4668 or 541-4329**

**I. CONTACT INFORMATION**

PROPERTY OWNER(S): \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_  
 REPRESENTATIVE(S): \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

**II. PARCEL INFORMATION**

PROPERTY ADDRESS: \_\_\_\_\_  
 LEGAL DESCRIPTION: \_\_\_\_\_  
 PROPERTY IDENTIFICATION NUMBER: \_\_\_\_\_  
 HISTORIC DISTRICT: \_\_\_\_\_ REP DISTRICT: \_\_\_\_\_  
 HISTORIC STATUS: \_\_\_\_\_

**III. PROPOSED SCOPE OF WORK (check all that apply)**

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> NEW CONSTRUCTION             | <input type="checkbox"/> STRUCTURAL REPAIR     | <input type="checkbox"/> OTHER: _____ |
| <input type="checkbox"/> ADMINISTRATIVE REVIEW APPEAL | <input type="checkbox"/> NON-STRUCTURAL REPAIR | _____                                 |
| <input type="checkbox"/> ADDITION TO STRUCTURE        |  | _____                                 |

**IV. DETAILED DESCRIPTION OF WORK**

(Describe building materials to be used; design type; design elements; i.e. windows, doors, roof; proposed colors; etc.  
 Attach additional page if necessary.)

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

**V. ADDITIONAL INFORMATION**

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):  
 Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 OWNERS'S REPRESENTATIVE FOR THE ABOVE DESCRIBED PARCEL(S):  
 Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Note: Signatures are required for all owners of record for the property proposed for rezoning. Attach additional signatures on a separate sheet of paper.*

**\*\*OFFICE USE ONLY\*\***

HPO \_\_\_\_\_ RECEIVED DATE: \_\_\_/\_\_\_/\_\_\_ FILED DATE: \_\_\_/\_\_\_/\_\_\_  
 HLC REVIEW DATE: \_\_\_/\_\_\_/\_\_\_ RECEIVED BY: \_\_\_\_\_  
 UNLESS OTHERWISE SPECIFIED, THE EL PASO HISTORIC LANDMARK COMMISSION MEETS AT 4:00 PM,  
 CITY COUNCIL CHAMBERS, 2nd FLOOR, CITY HALL BUILDING, 2 CIVIC CENTER PLAZA, EL PASO, TX 79901

## REQUIRED DOCUMENTATION FOR APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS** - Applications must be typewritten or printed in ink in legible form. Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Historic Preservation Department reviews the application for accuracy and completeness. Completed applications shall be accepted and scheduled on a first-com first-serve basis.

**SCALED PLOT PLAN** - One (1) full size copy and one (1) copy on 8 1/2" x 11" paper of the plot plan, including the following information:

- a. Legal description of the property;
- b. Lots lines with dimensions of the areas;
- c. Location and arrangement of existing structure(s);
- d. Location, type, and arrangement of windows, doors, & other openings where applicable (Include a sample of each type of window or door from brochure, catalog, or manufacturer);
- e. Square footage of existing structures, including number of dwelling units;
- f. Required yards and setbacks;
- g. Proposed buildings materials (i.e., concrete stucco, wood, metal);
- h. Sample of proposed color(s) and texture (i.e. color swatch with name, manufacturer and number);
- i. Material and product samples from brochure, catalog or manufacturer;
- j. Open spaces, where applicable;
- k. Landscaped planted areas, including square footage where applicable;
- l. Architectural design of buildings, modifications, addition, or new construction (floor plan(s) and elevations);
- m. Construction details for roofs, walls, floor, and foundation.

**PROOF OF OWNERSHIP** - One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application for certificate of appropriateness is the current property owner.

**PHOTOGRAPHS** - One (1) copy of color photographs showing current conditions of the site and structures.

**IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT THE TIME THE APPLICATION IS SCHEDULED FOR HEARING BEFORE THE HISTORIC LANDMARK COMMISSION (HLC), THE CASE MAY, AT THE DISCRETION OF THE HLC, BE POSTPONED, OR MAY BE HEARD WITHOUT THE APPLICANT(S) PRECENCE OR REPRESENTATION. IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT A POSTPONED HEARING, THE CASE MAY BE ACTED ON BY THE HLC OR AUTOMATICALLY DISMISSED FOR WANT OF PROSECUTION. FAILURE TO RECEIVE A NOTICE BY THE CITY SHALL NOT EXCUSE THE FAILURE TO APPEAR.**

**ISSUANCE OF A CERTIFICATE OF APPROPRIATENESS BY THE HISTORIC LANDMARK COMMISSION DOES NOT GUARANTEE ISSUANCE OF A BUILDINGD PERMIT BY THE BUILDING PERMITS & INSPECTIONS DEPARTMENT. ALL PROPOSED NEW CONSTRUCTION, MODIFICATIONS, ADDITIONS, CHANGES, DEMOLITIONS, OR ALTERATIONS ARE SUBJECT TO ALL CITY CODES OR ORDINANCES.**

Pursuant to Title 20 Chapter 67:

20.67.190 Appeal to the City Council.

Any applicant or the owner of any property located within three hundred feet of any landmark, or the owner of any property within the same historic district as the subject of the appeal, who is aggrieved by a ruling of the commission concerning that landmark under the provisions of this section, may within fifteen days after the ruling of the commission, appeal to the City Council by filing written notice of such appeal with the City Clerk. Following a public hearing to be held within sixty days of the filing of such notice of appeal, the City Council may, by a simple majority vote, uphold or overturn any ruling of the commission made pursuant to this chapter (Ord. 0167367, 2006: Ord. 13016 (part), 1996: Ord. 11678 § 6, 1993: Ord. 10823 (part), 1992)