



**ADMINISTRATIVE REVIEW APPLICATION
HISTORIC PRESERVATION
PLANNING AND INSPECTIONS DEPARTMENT**

**City of El Paso, Texas
801 Texas Avenue
El Paso, TX 79901
915-212-1567**

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: _____ ZONING: _____
 HISTORIC DISTRICT: _____ REP DISTRICT: _____
 HISTORIC STATUS: _____

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

- Demolition Accessibility Swimming Pool Doors Roofing
- Fencing Skylights Color Windows Accessory Structures
- Security Grilles Signs Driveway/Walkway Other _____

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

SIGNATURE OF OWNER(S) OF RECORD OR REPRESENTATIVE FOR THE ABOVE DESCRIBED PARCEL(S):

Printed Name: _____ Signature: _____

<p align="center">**OFFICE USE ONLY**</p> <p>PHHR _____</p> <p>RECEIVED DATE: ____/____/____</p> <p>RECEIVED BY: _____</p> <p>NOTE: A separate permit through the Building Permit & Inspection Division may be required for this request, subject to all City Codes and Ordinances</p>	
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REQUIRED DOCUMENTATION FOR APPLICATION FOR ADMINISTRATIVE REVIEW

APPLICATION FOR ADMINISTRATIVE REVIEW - 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 Office reviews the application for accuracy and completeness. Completed applications shall be accepted and scheduled on a first-come, first-serve basis.

ILLUSTRATIONS OF PROPOSED WORK - One (1) copy of plans, elevations, and/or surveys as applicable:

- a. Open spaces and landscaped planted areas, including square footage and type of landscape or surface material;
- b. Location and type of proposed fencing including material, color, and design detail;
- c. Location and of proposed security grilles including material, color and design detail;
- d. Location, material and color of proposed skylight or air-conditioning unit (include sample from brochure, catalog or manufacturer);
- e. Location, material, and color of proposed accessibility ramp;
- f. Required yards and setbacks;
- g. Sample of proposed color(s) and texture (i.e. color swatch with name, manufacturer, & number);
- h. Location of proposed signage, materials, colors and sketch of proposed sign with dimensions;
- i. Material, cut-sheets, and product samples from brochure, catalog or manufacturer;
- j. Plans and elevations with dimensions of proposed accessory structures (120 sq. ft. max);
- k. Construction details for roofs, walls, floor, and foundation;
- l. Shop drawings, cut sheets, elevations, plans, and sections with dimensions for windows, doors, architectural components, and structures as needed

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

ISSUANCE OF AN ADMINISTRATIVE REVIEW APPROVAL BY THE HISTORIC PRESERVATION OFFICE DOES NOT GUARANTEE ISSUANCE OF A BUILDING 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 of the El Paso Municipal Code:

The applicant may appeal decisions of the Historic Preservation Officer to the Historic Landmark Commission, by submission of the required application.