



CERTIFICATE FOR ALTERATION  
SCOPE OF WORK QUESTIONNAIRE

Certificate No. \_\_\_\_\_  
Page 2 of \_\_\_\_ Reviewed: \_\_\_\_\_

The following questions must be answered and the form completed by the applicant for a Certificate For Alteration. This questionnaire shall be attached to any application for Certificate For Alteration. The Lockhart Historical Preservation Officer shall independently verify all information provided on the application and the attached questionnaires. The Lockhart Historical Preservation Officer shall review the application and this questionnaire in an expedient manner and notify the applicant of the outcome of the review. The Lockhart Historical Preservation Officer may approve the Certificate For Alteration prior to a commission hearing, 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 Certificate For Alteration by the Lockhart Historical Preservation Commission at a properly scheduled public hearing may be required. Any required explanations to answers given shall be in writing and attached.

Yes	No	Verified	Scope Of Work Questions
			<b>Section One</b>
			1. Is this application for construction or alteration on or at a property which is in a Historic District or a designated Historic Landmark? What is its zoning designation? _____ HL? ___ H? ___
			2. Is this application for any construction or alteration work that is <u>NOT</u> 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.)
			<b>Section Two</b>
			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: _____
			<b>Section Three</b>
			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?

The undersigned owner or authorized agent attests that the statements made above and on any attached explanations are true and agrees that this Scope Of Work Questionnaire and any attachments shall become a part of the application and the Certificate For Alteration cited and will be the limit of construction and/or alteration work undertaken. Further, construction will not start prior to authorization by the approval of the Certificate For Alteration.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verified By: \_\_\_\_\_

Date: \_\_\_\_\_

Action: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF LOCKHART  
CERTIFICATE FOR ALTERATION REQUIREMENTS  
SUMMARY

**When Is A Certificate For Alteration Required? (Ord.93-19, Sec. 11 and 12)**

A Certificate For Alteration is required to carry out construction or relocation on property designated as Historic (H and HL) if such construction will change the exterior architecture, design, finishes or outward appearance of a building, structure, object, site, area, or district.

Note: Prior to the commencement of any work requiring a Certificate For Alteration the owner shall file an application for such a Certificate with the Lockhart Historical Preservation Officer. The city shall not issue a city building permit prior to approval of a Certificate For Alteration, if it is required. Demolition of any part of a property designated as Historic (H or HL) that will occur as a part the construction or relocation requiring a Certificate For Alteration which is not replaced by the construction or relocation shall also require a Certificate For Demolition. The Certificate For Demolition application shall be filed with and be reviewed with the Certificate For Alteration application. A Certificate For Alteration shall be obtained prior to the issuance of a city building permit, if such permit is required. A Certificate For Alteration or Certificate For Demolition shall not be issued in lieu of a required city building permit. Approval and issuance of a Certificate For Alteration by the Commission qualifies as "other zoning action required to effect the issuance of a city building permit" as specified in the Lockhart Code, Article 28-5-1(b)(3), or as maybe hereafter amended.

**When Is A Certificate For Alteration Not Required? (Ord. 93-19, Sec. 10 and 11)**

A Certificate For Alteration is not required for any property which is situated outside of a Historic District, is not designated Historic (H and HL), or meets one of the following criteria.

- (a) A Certificate For Alteration is not required for any interior or exterior construction or activities which do not make a physical change to the exterior elements, design features, finishes or appearance of the property designated Historic.
- (b) A Certificate For Alteration is not required for in-kind replacement or repair of any interior or exterior building element, which is considered ordinary maintenance. Interior repairs or construction which do not change the appearance or structure of the building are considered ordinary maintenance for the purposes of this ordinance. This includes a[[ activities which do not change the architecture, appearance, finishes or design of the building, structure or object as viewed from its exterior.
- (c) Certificate For Alteration is not required for the ordinary maintenance of a Historic Landmark or property within a Historic District.

Note: The intent and purpose of the Historic Landmarks And Districts Ordinance is to encourage and assist the property owners to maintain, rehabilitate, enhance and preserve landmarks and districts. Ordinary maintenance does not include a physical change in exterior elements, design and finishes visible from grade level which affect the appearance and cohesiveness of a building, structure, site or area (e.g. a physical change in the design, finishes, size, shape, etc. of facades, windows, doors, light fixtures, awnings, signs,. sidewalks, fences, steps, paving, etc.). Changes of this magnitude require a Certificate For Alteration and city building permit prior to beginning work.

- (d) A Certificate For Alteration is not required for maintenance activities which are customary or common for maintaining the property without a change of overall appearance.
- (e) A Certificate For Alteration is not required for repainting which is considered ordinary maintenance. This may include a change in color of painted surfaces.
- (f) Special considerations and provisions shall be made for emergency repair of sudden, accidental, and unforeseen damage to buildings by acts of God or man which shall endanger a building, business. owner, or the

public. Immediate temporary repair of damage shall be encouraged with only notification of the Historical Preservation Officer that such work is taking place. If a Certificate For Alteration is required for permanent repairs of damage which will change the exterior appearance of the building or structure, a special rapid review and approval may be requested. The Historical Preservation Officer shall immediately contact the Commission Chairman for action.

(g) Special consideration and provisions shall be made for temporary alteration of the appearance of Historic Landmarks or property located in a Historic District for a special event or occurrence (e.g. a movie, fund raiser, etc.). The Commission may grant one Certificate For Alteration to the responsible organization to approve all of the temporary work anticipated, conditional upon the organization returning the property to its original condition. The Commission shall require photographic documentation of existing conditions prior to issuance of the Certificate For (temporary) Alteration. An individual "permanent" Certificate For Alteration is required for each property which wishes to retain the "temporary" alterations after the special event.

### **What Is The Certificate For Alteration Application Procedure? (Ord. 93-19, Sec. 12)**

The property owner or his agent shall complete a City Of Lockhart Certificate For Alteration Application, if required for the work contemplated. The application shall be filed with the city for review by the Historical Preservation Officer. The Lockhart Historical Preservation Officer shall review the application for completeness and determine the appropriate review and approval process for the work contemplated. The Lockhart Historical Preservation Officer may pre-approve a Certificate For Alteration for many projects at this point, if the information provided by the owner is complete, accurate and can be verified. Following the review and action by the Lockhart Historical Preservation Officer (HPO), copies of the application shall immediately be forward to each member of the Commission. A hearing on the application will be scheduled for review and action by the Commission. The applicant is encouraged to attend any hearing scheduled for review of the application and be prepared to answer questions regarding the application.

The owner shall file the application on the form(s) provided by the city. The level of detail and the particular forms required shall be determined by the scope of work contemplated. The owner is encouraged to discuss the project with the Lockhart Historical Preservation Officer (HPO) prior to completing the application. The owner shall complete the application and provide the following information:

- (a) Name, address, telephone number of applicant
- (b) Provide a detailed description of proposed work.
- (c) Identify the location of the property and work by street address and map.
- (d) Complete a basic information questionnaire regarding the work.
- (e) Provide photographs of the property, area of planned work, and adjacent properties.
- (f) If determined necessary by the HPO or the Commission, provide illustrations and /or drawings which adequately show the work proposed. This should include a site plan and/or elevation sketches and details showing all dimensions, colors, a description of materials to be used, method of illumination (if any). As an example: the addition or alteration of a sign may include a plan or sketch showing the sign's location on the property, an illustration of the sign or lettering or a scale drawing showing the type of lettering to be used.
- (g) The HPO or Commission may deem necessary to request completion of an additional questionnaire or other supplemental information in order to better visualize and review the proposed work. The more information provided by the applicant with the application will facilitate a quicker review and less chance for delay.

## **What Is The Criteria For Approval Of A Certificate For Alteration? (Ord. 93-19, Sec. 13)'**

In considering an application for a Certificate For Alteration, the HPO and the Commission shall be guided by the design criteria and guidelines developed by the Commission and adopted by the City Council. The criteria and guidelines shall follow, where applicable, 'The Secretary of the Interiors Standards for the Rehabilitation of Historic Buildings', as revised 1990. If requested, the Commission and/or the Historical Preservation Officer shall assist property owners with advice, guidance, resource lists and other information regarding construction techniques, materials, means and methods which are acceptable and recommended for a proposed Certificate For Alteration.

The following shall be the minimum criteria for approval:

- (a) The predominate criteria for approval of a Certificate For Alteration shall be to support proposed construction activities which will enhance an area, site, building, structure or object which is zoned Historic, and thereby encourage continued maintenance and preservation of historical buildings, structures, objects and sites.
- (b) Contemporary design for alterations and new additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material; or such design is compatible with the size, scale, color, material, finishes and character of the property, neighborhood, or environment.
- (c) Wherever possible, new additions or alterations to buildings, structures, objects, or sites 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 original building, structure, object, or site would be unimpaired.
- (d) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, object or site and its environment. These changes may or may not have acquired significance in their own right. If these changes have acquired significance in their own right, this significance shall be recognized and respected.
- (e) Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the basic building, structure, object or site and its environment.
- (f) The distinguishing original qualities or character of a building, structure, object or site and its environment should not be destroyed. The removal or alteration of any historic material, finish or distinctive architectural features should be avoided when possible.
- (g) Distinctive stylistic features, finishes and construction techniques or examples of craftsmanship that characterize a building, structure, object or site should be kept and preserved, where possible.
- (h) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should reflect the material being replaced in composition, design, finish, 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 rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- (i) The 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. Painting of original unfinished masonry surfaces shall be discouraged.
- (j) Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project.
- (k) The owner of property for which a city building permit is issued shall be responsible for maintaining a safe construction and/or demolition site at all times by providing proper barricades, signage, walkways, erosion control, etc. and following all structural and safety recommendations and requirements of city, state, and federal governmental agencies.

## **Definitions (Ord. 93-19, Sec. 2)**

*Alteration:* A physical change in or to the appearance of a building, district, structure, object or site.

*Architectural Control:* Regulations governing the appearance or architectural style of buildings or structures. Architectural control is an accepted form of aesthetic zoning.

*Building:* A building is a house, barn, church, hotel, commercial structure or similar construction which is created to shelter any form of human activity. Building also may be used to refer to a historically and functionally related unit.

*Comprehensive Master Plan:* A statement of public policy containing the goals and objectives of the community which may be a document or series of documents which may include:

- (i) capital improvements program;
- (ii) Land use plan;
- (iii) Thoroughfare plan;
- (iv) Community facilities plan;
- (v) Subdivision and zoning regulations and other development codes, ordinances, policies, and plans promulgated by the council for the quality and orderly growth of the community.

*Comprehensive Historical Preservation Plan:* A document that integrates the various preservation activities and gives coherence and direction, as well as relates the community's preservation efforts to community development planning as a whole.

*Construction:* The activities related to making or remaking, creating or recreating, erecting, manufacturing or fabricating a part, parts or whole structure, building or object. For this ordinance and purposes herein, construction shall include activities related to new construction, reconstruction, repair, remodeling, relocation, moving, enlargement, alteration, addition, restoration, rehabilitation and preservation.

*Contemporary Design:* Elements of style, layout, arrangement, scheme, construction, materials and/or technique which are generally recognized and considered as relatively modern, current and up-to-date.

*Design Review:* The decision-making process conducted by an established review commission of a local government that is guided by the terms set out in a historical preservation ordinance.

*Design Guidelines:* These are a set of guidelines adopted by the Historical Preservation Commission that details acceptable alterations of designate properties. They are usually generously illustrated and written in a manner that would be understood by most property owners.

*District:* A district possesses a significant concentration, linkage, or continuity of contiguous sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

*Finishes:* The final surface conditions of a completed construction project or assembly. Paint, varnish, stain, oil, tar, chemical etch, etc. are finishes. Brick, stone, tile, terra cotta, metal, stucco, concrete, wood, etc. are also finishes when left in a natural (uncovered, unadorned or "unfinished") state as the final surface condition of a completed construction or assembly.

*Historic Property:* A district, site, building, structure, or object significant in history, architecture, engineering, archaeology or culture at the national, state or local level.

*Historic Resource:* This generally is the same as a historic property. It includes architectural, historical and archaeological properties as well as landscape features.

*Intensive Survey:* A systematic detailed examination of an area designed to gather information about historic properties sufficient to evaluate them against predetermined criteria of significance.

*Integrity:* The authenticity of a property's historic identity, evidenced by survival of physical characteristics that existed during the property's historic or prehistoric period.

*Inventory:* A list of historic properties that have been identified and evaluated as meeting specified criteria of significance.

*Landmark:* Any individual building, structure, or object that is significant for historical, architectural, or archaeological reasons.

*Object:* A term used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment, such as statuary in a designed landscape.

*Ordinary Maintenance:* (See requirements summary text, Page 1, or Ord. 93-19, Sec. 10 for guidance.)

*Overlay Zones:* A set of zoning requirements that do not affect the land use restrictions set by the comprehensive land use plan and city zoning code. The overlay zone is described in the ordinance text, is mapped, and is imposed as an augmentation to those of the underlying district. The applicable requirements shall govern.

*Preservation:* The act or process of applying measures to obtain or sustain the historic form, integrity, and material of a building, structure or a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building.

*Preservation Planning:* This refers to the planning for the continued identification and evaluation of historic properties and for their protection and enhancement.

*Property:* A property is a site or area which generally corresponds to a City of Lockhart subdivision lot, or zoning use district, which may include any combination of one or more buildings, structures, or objects.

*Rehabilitation:* The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values.

*Refinishing:* The act of applying a new finish to a surface using the same type of material previously applied to the surface (e.g. paint over paint, varnish over varnish, oil over oil).

*Repainting:* The act of putting a new coat of any colored paint on a previously painted surface. The previous paint may be removed for better appearance or bonding.

*Restoration:* The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

*Site:* The location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanishes, where the location itself possesses historical, cultural, or archaeological value regardless of the value of any existing structure.

*Special District:* A district established to accommodate a narrow or special set of uses or for special purposes. The term can signify any district beyond the conventional residential, commercial, industrial, and agricultural district. (Examples include open space districts, hotel/motel districts, or historical preservation districts.)

*Structure:* The term structure is used to distinguish from buildings those functional constructions made usually for purposes other than creating shelter.

*Temporary:* A condition not to be considered permanent and/or not to exist in excess of ninety (90) days.

*Zoning:* A measure, enacted primarily by general purpose units of local government, in which the community is divided into districts or zones within which permitted and special uses are established as are regulations governing lot size, building bulk, placement, and other development standards.