



# ELGIN HISTORIC REVIEW BOARD

## APPLICATION FOR REVIEW OF MODIFICATIONS TO HISTORICALLY DESIGNATED PROPERTIES

The Elgin Historic Review Board meets on the 4<sup>th</sup> Tuesday of the month. Applications must be submitted ten (10) days prior to the meeting date.

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

### APPLICANT INFORMATION

Applicant is:  Building Owner  Business Owner  Contractor

Applicant Name \_\_\_\_\_

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

### BUILDING INFORMATION

Name of Building \_\_\_\_\_

Physical Address \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Mailing Address \_\_\_\_\_

Owner Phone # (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Property Owner Signature Date Approved

### BUSINESS INFORMATION

Business Name \_\_\_\_\_

Bus. Owner Name \_\_\_\_\_

Bus. Mailing Address \_\_\_\_\_

Bus. Phone # (\_\_\_\_) \_\_\_\_\_

### CONTRACTOR INFORMATION

Contr. Name \_\_\_\_\_

Contr. Address \_\_\_\_\_

Contr. Phone # (\_\_\_\_) \_\_\_\_\_

### OTHER CONTACT INFORMATION

### SIGN APPLICATION INFORMATION

Sign Type  Projection  Flat Mount  Window

Sign Dimensions \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq ft

Projection Sign (sq ft x 2) Total sq ft \_\_\_\_\_

Building Front Linear Feet \_\_\_\_\_  
meets standards  yes  no

Window Dimensions \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq ft  
\_\_\_\_\_% Coverage; meets standards  yes  no

Use next column or additional paper to provide sign wording, materials, colors, mounting specifications, etc. If possible include pictures of building with sign location indicated and sketch or print of sign design.

**Intended and desired starting and completion date of alteration or repairs.**

Start \_\_\_\_\_ Complete \_\_\_\_\_

**Description of proposed external alteration or repair (use additional paper if needed)**

**Drawing/ sketch of the proposed external alteration (use additional paper if needed). Please provide current photos of property.**

### CERTIFICATE OF APPROPRIATENESS

Approved  Rejected  Modified

(Building Permit Attached)

\_\_\_\_\_  
Chairman/Vice Chairman Signature Date

\_\_\_\_\_  
Building Official or Designee Signature Date

Date(s) Reviewed by Board \_\_\_\_\_

City Of Elgin Code Chapter 1 Section 5, page 42, states in part "...violations shall be fined \$2000 per day," Each day a violation occurs is a separate violation. Failure to have projects reviewed and failure to follow an approved application constitutes a violation.

For questions call (512) 281-0119 or write to [gcooke@ci.elgin.tx.us](mailto:gcooke@ci.elgin.tx.us) & [amiller@ci.elgin.tx.us](mailto:amiller@ci.elgin.tx.us)