



12710 Church St. | P.O. Box 1723, San Elizario, Texas 79849 | 915.974.7037 | cityofsanelizario.com

## CERTIFICATE OF APPROPRIATENESS APPLICATION

### OWNER - APPLICANT INFORMATION AND AUTHORIZATION

Print Owner Name. If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.

Property Owner Name(s): COUNTY OF EL PASO

Agent Name (Owner's authorized representative): Steve Franco

Address: 305 LEON ST. EL PASO, TX

Phone: 915 533-2700 Mobile: 915 873-3423

Email: sf franco@cdaelpaso.com

### PARCEL INFORMATION

Property Address: 1620 Paseo del Conuento

Legal Description: TRACT 10-B AND A PORTION OF TRACT 10-C, BLOCK 31  
SAN ELIZARIO GRANT

Property Identification Number: 168475

Historic District/Historic Status: \_\_\_\_\_

### SUBMISSION REQUIREMENTS

For all properties in the Historic District or designated by the City as a historical landmark—submit this application for a Certificate of Appropriateness under the Historic Preservation Ordinance:

If the Certificate of Appropriateness is sought for a building or structure that is a permanent feature on a property in the Historic District or if outside of the Historic District, has been designated as a significant historic landmark by the El Paso County Commissioners Court, applicant must additionally file for a Certificate of Appropriateness from the Historical Landmark Commission pursuant to the El Paso Mission Trail Historical Area Zoning Regulations.

**NOTICE:** If an applicant fails to appear or be represented at the time the application is scheduled for Hearing before the Board of Review, the case may, at the Board's discretion, be dismissed, be postponed or may be heard without the applicant's presence or representation. Failure to receive a notice from the City shall not excuse the failure to appear.

**NOTICE:** Issuance of a Certificate of Appropriateness does not guarantee issuance of a building permit by the Building Official. All proposed new construction, modifications, additions, changes, demolitions, or alterations are subject to all City Codes and Ordinances.

### APPLICATION INSTRUCTIONS

- Fill out this application and checklist prior to submission.
- Place a check mark for each item completed on the checklist. Indicate with N/A if the item does not apply to your application.
- This checklist is only a guide. Please consult the City's Historic Preservation Ordinance for specifications and requirements.
- Advance payment of fees is required prior to the appointment. Incomplete applications and incorrect fees will not be accepted.

### PROPOSED SCOPE OF WORK - Check all that apply.

- New Construction  Structural Repair
- Addition to Structure  Non-Structural Repair
- Other: \_\_\_\_\_

### DETAILED DESCRIPTION OF WORK

Describe proposal and building materials to be used; design type; design elements; i.e. windows, doors, roof, proposed colors, etc. Attach additional page if necessary and include attachments as appropriate under the Application Checklist.

*Adding two new auxiliary buildings, restrooms, and storage room. A new parking lot and drainage pond. Buildings will be stucco and style to match Casa Ranquillo.*

### APPLICATION CHECKLIST - Items required for application.

- Scaled Plot Plan - a plan must be submitted with the following information:
- \_\_\_ Legal description of the property;
  - \_\_\_ Lot lines with dimensions of the areas;
  - \_\_\_ 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);
  - \_\_\_ Square footage of existing structures, including number of dwelling units;
  - \_\_\_ Required yards and setbacks;
  - \_\_\_ Proposed building materials (e.g. concrete, stucco, wood, metal, adobe);
  - \_\_\_ Sample of proposed color(s) and texture (e.g. color swatch with name, manufacturer and number);
  - \_\_\_ Material and product samples from brochure, catalog or manufacturer;
  - \_\_\_ Landscaped planted areas, including square footage and dimensions where applicable;
  - \_\_\_ Architectural design of buildings modifications, additions, or new construction (floor plan(s) and elevations);
  - \_\_\_ Construction details for roofs, walls, floors, and foundations; and
  - \_\_\_ Shop drawings, cut sheets, elevations, plans, and sections with dimensions or windows, doors, architectural components, and structures, as needed.
- Proof of Property Ownership

Photographs – One hard copy of color photographs showing current conditions of the site and structures

Taxes – evidence that all taxes have been paid on the subject property and that there are no delinquent assessments, fees, or other debts or obligations to the City attributable to the subject property.

**SIGNATURE, CERTIFICATION AND AUTHORIZATION**

*I, attest that I am, and others, if named, are, the owner(s) of the property which is the subject of this application.*

*I/we have reviewed and agree with the requirements of this application and checklist. I/we certify that all items required for and with this application have been addressed and complied with in this application.*

*By my/our signature(s), City Staff is authorized to visit and inspect the property for which this application is being submitted. If an agent is indicated above, I/we, the property owner, authorize the agent named to represent the owner in this application, and further authorize that all official contact will be between the City and the agent.*

**Statement of compliance with submission requirements** (check applicable provision):

I hereby certify that I \_\_\_\_ am / \_\_\_\_ am not required to file an additional application with the Historic Landmark Commission.

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Do Not Write Below – Staff Use Only**

Filing Fee \$ \_\_\_\_\_

Other (specify) \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL APPLICATION FEE** \$ \_\_\_\_\_

*Date of Action/Initials*

\_\_\_\_\_ Application complete and accepted.

\_\_\_\_\_ City Administrator Review.

\_\_\_\_\_ Board of Review Action:

\_\_\_\_\_ Application approved.

\_\_\_\_\_ Application approved with conditions.

\_\_\_\_\_ Application denied.

\_\_\_\_\_ Notice to Applicant of Action/Decision.