



ELGIN HISTORIC REVIEW BOARD

APPLICATION FOR REVIEW OF MODIFICATIONS TO HISTORICALLY DESIGNATED PROPERTIES

The Elgin Historic Review Board meets on the 4th Wednesday 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 # (____) _____

Email Address _____

CONTRACTOR INFORMATION

Contr. Name _____

Contr. Address _____

Contr. Phone # (____) _____

OTHER CONTACT INFORMATION

SIGN APPLICATION INFORMATION

Sign Type ☐ Projection ☐ Flat Mount ☐ Window

Temporary Banner ☐

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

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 the 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.

**HRB Application fee \$50
Payable to The City of Elgin
P.O. Box 591
Elgin, TX 78621**

**For questions call (512) 229-3227 or email
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community@elgintexas.gov**