



# TAX VERIFICATION LANDMARK COMMISSION

Planning and Development Division  
3015 Market, Galveston, TX 77550

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## Landmark Commission Meeting Schedule - 2025

Deadline / Meeting		Deadline / Meeting		Deadline / Meeting		Deadline / Meeting	
<b>January</b>	12/1.....1/5	<b>April</b>	3/2.....4/6 3/16.....4/20	<b>July</b>	6/1.....7/6 6/15.....7/20	<b>October</b>	9/8*.....10/5 9/21.....10/19
<b>February</b>	1/5.....2/2 1/20.....2/16	<b>May</b>	4/6.....5/4 4/20.....5/18	<b>August</b>	7/6.....8/3 7/20.....8/17	<b>November</b>	10/5.....11/2 10/19.....11/16
<b>March</b>	2/2.....3/2 2/16.....3/16	<b>June</b>	5/4.....6/1 5/18.....6/15	<b>September</b>	8/17.....9/21	<b>December</b>	11/2.....12/7

*Meetings typically are 4:00pm in City Council Chambers, 2nd Floor of City Hall, 823 Rosenberg. Verify with staff prior to meeting date.*

*\*Notes a change from the standard Landmark Commission deadline or meeting date.*

### I. PROPERTY INFORMATION

Street Address/Location, or \_\_\_\_\_

Legal Description (Lot Number, Block Number, Subdivision) \_\_\_\_\_

### II. TAX ELIGIBILITY INFORMATION

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

Eligibility Case Number: \_\_\_\_\_

### III. APPLICANT INFORMATION

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

Telephone \_\_\_\_\_

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

E-mail Address \_\_\_\_\_

Applicant/Representative Name \_\_\_\_\_

Telephone \_\_\_\_\_

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

E-mail Address \_\_\_\_\_

**IV. ACKNOWLEDGEMENTS**

I certify that [ ] I am the legal owner on record, or [ ] I have secured the property owner's permission and have full authority to make this application, and that the above information is correct and complete to the best of my knowledge and ability.

**Please read and initial below:**

- \_\_\_\_\_ I understand that all documents submitted with this application are subject to open records requests in accordance with the Open Records Act / Texas Public Information Act.
- \_\_\_\_\_ I understand that receipt of an application does not constitute application completeness and that staff will review the application and return incomplete applications.
- \_\_\_\_\_ I understand that if I am not present or represented at the public hearing, the Landmark Commission may defer or disapprove/deny the application.
- \_\_\_\_\_ I understand that, in considering my application, the Landmark Commission will determine whether the completed work complies with the City of Galveston's *Financial Incentives for Historic Properties* program.

\_\_\_\_\_  
Printed Name and Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Signature of Property Owner

\_\_\_\_\_  
Date

**V. APPLICANT CHECKLIST**

- ✓ All documents should be provided in 8.5" x 11", or please fold to appropriate size if larger. All drawings must be to scale.
- ✓ Please provide electronic copies, if available. Other pertinent information to support said request should also be attached.


**Pre-Application Meeting with City Staff** (Staff initial here if waived: \_\_\_\_\_)

**Itemized list of costs**

**Documentation of expenditures**

**Final photos of rehabilitation work (including interior, if applicable)**