



CERTIFICATE OF APPROPRIATENESS - DEMOLITION LANDMARK COMMISSION

Planning and Development Division
3015 Market, Galveston, TX 77550

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Landmark Commission Meeting Schedule - 2026

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

I. PROPERTY INFORMATION

Street Address/Location, or _____

Legal Description (Lot Number, Block Number, Subdivision) _____

Present Use(s) and Improvement(s) on Property _____

Proposed Use(s) and Improvement(s) on Property _____

II. APPLICANT INFORMATION

Property Owner Name _____

Telephone _____

Mailing Address _____

E-mail Address _____

Applicant/Representative Name _____

Telephone _____

Mailing Address _____

E-mail Address _____

III. 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 application fees are non-refundable once an application has been accepted and processed.

_____ 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 the applicant has the burden of proof in presenting all necessary facts and documentation to warrant approval of the application.

Printed Name and Signature of Applicant

Date

Printed Name and Signature of Property Owner

Date

IV. 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: _____)

[] **Affidavit** in which the owner swears/affirms that all information submitted in the application is true/correct.

[] **Affidavit** in which the person submitting the application swears/affirms that the person is the owner of the subject property and that there are no other owners of the property.

[] **Claim of Economic Hardship:**

- a. Nature of ownership (individual, business, or non-profit) or legal possession, custody and control.
- b. Amount paid for the property, date of purchase or other means of acquisition of title, such as gift or inheritance, and the party from whom purchased or otherwise acquired, including a description of the relationship between the owner and the person from whom the property was purchased.
- c. Financial resources of the owner and any parties in interest.
- d. Drawings, photographs, or written descriptions depicting the current condition of the structure.
- e. Assessed value of the land and improvements according to the two most recent assessments.
- f. Real estate taxes for the previous two years.
- g. Verification of the presence or absence of a lien against the property from any agency.
- h. Current fair market value of the structure and property as determined by an independent licensed appraiser.
- i. All appraisals obtained by the owner or prospective purchasers within the previous two years in connection with the potential or actual purchase, financing or ownership of the property.
- j. Any listing of the property for sale or rent, price asked, and any offers received within the previous two years.
- k. If the property is income-producing:
 - i. Annual gross income from the property for the previous two years;

- ii. Itemized operating and maintenance expenses for the previous two years, including proof that adequate and competent management procedures were followed, including, but not limited to, assurance of regular maintenance and inspection intervals of the property; and,
 - iii. Annual cash flow, if any, for the previous two years and proof that efforts have been made by the owner to obtain a reasonable return on his investment based on previous service.
- l. All capital expenditures during the current ownership.
 - m. Annual debt service, if any, for the previous two years.
 - n. Two separate detailed cost analyses, conducted independently by contractors registered with the City who are proficient in rehabilitation and repair of historic structures, that estimate the cost of making the building structurally sound and safe for use or occupancy.
 - o. A restoration study of the structure, performed by a licensed architect that analyzes the feasibility of restoration or adaptive reuse of the structure.

Survey, (1 copy)

Title Report, (1 copy) – if property was purchased within the last 60 days.

Non-Refundable Application Fee: \$500.00 (payable to the City of Galveston)