



# APPLICATION FOR PERMIT FEE REFUND

## HISTORIC LANDMARK PRESERVATION COMMISSION

Case No. \_\_\_\_\_

**DIRECTIONS**

PLEASE PRINT IN INK OR TYPE. Applications must be complete prior to submission. Please refer to Chapter 28, Article X of the zoning ordinance for information on obtaining a Certificate of Appropriateness. A copy of the ordinance is available from the Department of Planning Services, or at <http://www.municode.com>. Contact Planning Services with your questions:

Phone.....254-750-5650  
FAX.....254-750-1605

E-Mail.....planning@ci.waco.tx.us

APPLICANT NAME:					
MAILING ADDRESS:		STREET	CITY	STATE	ZIP
PHONE:	FAX:	E-MAIL:			
LOCAL PROPERTY ADDRESS:					
LEGAL DESCRIPTION OF PROPERTY:		LOT	BLOCK	ADDITION	

**REQUIRED ATTACHMENTS**

1. Detailed description of the proposed work.
2. Location and photographs of the property and adjacent properties. Submission of historical photographs is also encouraged.
3. Elevation drawings of proposed changes, if available.
4. Samples of materials to be used.
5. If the proposal includes signs or lettering, a scale drawing with:
  - Type of lettering
  - All dimensions and colors
  - Description of materials
  - Method of illumination (if any)
  - Plan showing location of signage
6. Additional information that the owner deems useful or which the Commission may find useful in visualizing the proposed changes.

**APPLICATION SUBMISSION:**

**By Mail:** City of Waco Planning Services  
POB 2570  
Waco, Texas 76702-2570

**In Person:** Dr. Mae Jackson Development Center  
401 Franklin Avenue

APPLICANT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_