



# CITY OF SAN ANTONIO OFFICE OF HISTORIC PRESERVATION

## Certificate of Appropriateness Application

A Certificate of Appropriateness (COA) is required for exterior work including building repairs, alterations, and site work. If you are unsure whether your project requires a COA, please contact OHP staff at 210-207-0035 or [info@sapreservation.com](mailto:info@sapreservation.com). Your COA request may be eligible for Administrative Approval.

This form does not take the place of a building permit. A building permit, if required, must be obtained from the Development Services Department (DSD) - 210-207-1111.

### Property Information

**Property Address:**

101 BOWIE ST SAN ANTONIO, TX 78205

[Click Here to Search Address](#)

**Request Date:**

8/28/2025

**Request Number:**

2025-34612

**Historic District:**

☐ Yes ☒ No

**Historic District Name:****Historic Landmark:**

☐ Yes ☒ No

**Landmark Name:****Public Property:**

☐ Yes ☒ No

**Property Type:****River Improvement Overlay:**

RIO-3

**Zoning:**

D

### Owner Information

**First Name:**

Heather

**MI:****Last Name:**

Henson

**Business Name (BCAD Data):**

CCMH Properties II LLC

**House Number:**

4747

**Street Name:**

Bethesda Avenue, Suite 1300

**City:**

Bethesda

**State:**

MD

**Zip Code:**

20814

**Primary Phone:**

2407441000

**E-Mail:**

Heather.Henson@hosthotels.com

### Applicant Information

**First Name:**

Nick

**MI:****Last Name:**

Paolo

**Business Name (BCAD Data):****House Number:**

250

**Street Name:**

N Hartford Ave

**City:**

Columbus

**State:**

OH

**Zip Code:**

43222

**Primary Phone:**

6146007739

**E-Mail:**

npaolo@obm.com

## Description of Request(s)

**Caption:**

**Work Types:**

Signage

**Request:**

This proposed sign will be permitted through San Antonio's Digital Media and Pilot Arts Program.

1. Building Perspectives\_OBM\_HRDC-OHP.pdf: Colored Photos of the current property, including all 4 sides of the building.
2. Elevation\_OBM\_HRDC-OHP.pdf: Elevation drawing with dimensions of the impacted property and proposed sign.
3. Site Plan\_OBM\_HRDC-OHP.pdf: Annotated, detailed site plan of where the sign is located on the property including sign dimensions.
4. Mockup\_OBM\_HRDC-OHP.pdf: A rendering of the proposed sign showing the proposed location and size.

**Requester Notes:**

☐ Conceptual Review    ☒ Final Review

## Required Attachments

**\*NOTES:**

- Current color photos of all sides of the structure and a site plan or annotated survey that indicates all structures on the lot are required. Google images are not accepted. Photos should show the entire side, corner to corner. If this isn't possible, please provide as many photos as necessary to show a complete side.
- [All uploaded documents are automatically displayed on a public-facing map. Sensitive or personal information will be redacted by OHP Staff. If preferred, attachments may be emailed directly to staff at \[info@sapreservation.com\]\(mailto:info@sapreservation.com\)](#)

Select from the list the type of file you are uploading then browse your file and click Upload File:

### Required File(s)

- Current, color photos of all sides of the impacted structure or property
- Additional project description or scope of work
- Annotated site plan displaying building setbacks and accurate dimensions
- Elevation drawings, floorplans, and architectural drawings
- Specifications of materials to be used
- Signage mockup (if applicable)
- Proof of Economic Hardship or Loss of Significance (Required for Demolition of a Historic Building; see UDC 35-614)

## List of Attachments

- [Building Perspectives\\_OBM\\_HRDC-OHP.pdf](#)
- [Site Plan\\_OBM\\_HRDC-OHP.pdf](#)
- [Elevation\\_OBM\\_HRDC-OHP.pdf](#)
- [Mockup\\_OBM\\_HRDC-OHP.pdf](#)
- [N.A..pdf](#)
- [N.A..pdf](#)
- [N.A..pdf](#)

**\*FEES**

If a fee is required based on your application type, you will be contacted by OHP staff with payment instructions.

All required application fees must be paid in full before an application can be determined complete.

**I AGREE TO THE FOLLOWING:**

- ☒ I understand that no request will be determined complete until all supporting materials are received and verified by staff.
- ☒ I give permission to OHP staff to visit my property, take additional photos if necessary, as well as post the required notification in my yard. If able, I will remove the notification yard sign the day of the hearing and bring it to the location of the HDRC hearing.
- ☒ I may be required to appear before the HDRC; action on my item may be delayed if I do not attend the scheduled HDRC hearing.
- ☒ Following each HDRC hearing, the Certificate of Appropriateness or the Commission Action letter will be issued to the applicant within 10 days by e-mail.
- ☒ If an applicant does not concur with the Commission's recommendation, appeal to the Zoning Board of Adjustment may be made within 30 days after receipt of the Commission Action Letter.
- ☒ I certify to the best of my knowledge that all information provided in this application and attachments is correct.