



## City of Burnet Certificate of Appropriateness Application

City of Burnet · Development Services Department · (512) 715-3206  
1001 Buchanan Drive · Suite 4 · Burnet, Texas · 78611

**Name of Applicant:** Samantha Smith, Ja-Mar Roofing & Sheet Metal

**Current Address:** 1407 Nature Heights Drive

**City:** Marble Falls **State:** TX **Zip Code:** 78654

**Primary Phone:** ( 512 ) 441 - 8437 **Cell Phone:** ( 830 ) 637 - 0183

**Email:** samantha.smith@jamarroofing.com

**Name(s) of Property Owner(s):** Vicki Talley

**Current Address:** 308 S Pierce Street

**City:** Burnet **State:** TX **Zip Code:** 78611

**Primary Phone:** (        )        -        **Cell Phone:** (        )        -       

**Email:**       

**Address of Property:** 308 S Pierce Street

**Legal Description:** S7150 PETER KERR PORTION LOT PT OF 2 BLK 3

**Total Acreage:** 0.13 **Number of Lots:** 1

**Present Zoning:**        **Present Use:** Residential

**Certificate of Appropriateness for:** Re-roof

**Applicant Signature:** *Samantha Smith*

**Date:** 11 / 25 / 25

**Printed Name:** Samantha Smith, Ja-Mar Roofing & Sheet Metal

**Property Owner Signature:** *Vicki Talley*  
Vicki Talley, Nov 25, 2025 18:49:11 CST

**Date:** 11 / 25 / 2025

**Printed Name:** Vicki Talley

Intake Date:     /     /     Received by:                       
MPN #:                      Submitted to HPO Date:     /     /      
HPO Determination: Yes     No                       
HPO Signature    Date:     /     /



## City of Burnet Certificate of Appropriateness Application – Check List

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*Certificate of Appropriateness criteria and application procedures are outlined in City of Burnet Code of Ordinances, Secs. 22-242 through 22-248.*

*The following items are required for Certificate of Appropriateness application submittals:*

- ☐ Completed Certificate of Appropriateness Application
  - Application must be signed by the property owner, or in the case of a corporation or partnership, documentation must be provided authorizing a single party to sign on behalf of the corporation or partnership
- ☐ Photographs of:
  - All four (4) sides of the building
  - All adjacent buildings
- ☐ Elevation drawings of proposed changes
- ☐ Samples of materials to be used (if applicable)