



**American  
Easement  
Foundation**

## **Project Planning Notice**

As the holder of an easement on your property, the American Easement Foundation (AEF) reviews and approves projects that involve work in areas covered by the easement. We recognize that this may include periodic maintenance and repair as well as major rehabilitation efforts. We ask that you provide us with a notice of any work, regardless of scale, at an early planning stage to facilitate expeditious review. This form is intended to establish an understanding in general terms of the work anticipated and to set forth a clear communication system. We understand that in an early stage of planning not all details will be known, but please provide as much information as you may have. At a later stage, you will provide more detailed information in a separate form.

### **Part 1: Property Location and Contact Information**

Please confirm this information.

Property name: \_\_\_\_\_

Property address: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Owner's address: \_\_\_\_\_

Owner's phone: \_\_\_\_\_

Owner's email: \_\_\_\_\_

Project manager: \_\_\_\_\_

Project manager's address: \_\_\_\_\_

Project manager's phone: \_\_\_\_\_

Project manager's email: \_\_\_\_\_

## **Part 2: Project Description**

Please describe, in general terms, the work planned, the features of the property involved, and your anticipated schedule:

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## **Part 3: Project Team**

Who are other members of your project team? Please provide contact information for relevant team members. We understand that at early stages of project planning some of these may not be known.

Building maintenance staff: \_\_\_\_\_

Specialty subcontractors or trades: \_\_\_\_\_

Design professionals: \_\_\_\_\_

General contractor: \_\_\_\_\_

## **Part 4: Other design review requirements**

Some properties are also subject to design review approval by a local, state, or federal preservation office. For example, the property may be a local landmark or contributor to a locally-designated historic district and therefore subject to review by a local historical commission. If the project is to seek state or federal incentives, then those agencies may be involved. We understand that some work that is subject to review by AEF may not be subject to these agencies. Please indicate any of these that will be involved:

Local historical commission: \_\_\_\_\_

State preservation office: \_\_\_\_\_

National Park Service: \_\_\_\_\_

Other: \_\_\_\_\_

Thank you! We appreciate your conscientious stewardship of your historic resource and look forward to working with you in planning the project.

Please return this form to the designated AEF board member, with a copy to:

Dwayne Jones, President  
American Easement Foundation  
c/o Galveston Historical Foundation  
P.O. Box 149  
Galveston, TX 77553

Email address: [Dwayne.jones@galvestonhistory.org](mailto:Dwayne.jones@galvestonhistory.org)