



HOW TO COMPLETE THE HISTORIC LANDMARK DESIGNATION APPLICATION

SECTION I

Name of Property

The historic name is the name that best reflects the property's historic importance. Examples are the name of the original owner or builder, the original business, or the most significant use of the property. The current name is the one by which the property is now known locally. It may be representative of the history of the property or may reflect present ownership or use.

Address of Property

Give the current street address of the property assigned by the Town. In the case of archeological or rural properties, give the names of the closest roads or highways.

Legal Description

Provide the lot number, block and subdivision of the property as well as the section, township and range. This can be obtained from the County Tax Assessor's office or the County Clerk's office.

Present Owners of the Property

If you are the owners of the property being nominated, please fill out this section. Give your name, address, phone, fax and email. Sign on the appropriate line and enter the date the form was completed. Attach a continuation sheet in the case of multiple ownership of the nominated property. Be sure all owners provide signatures.

Preparer of Nomination

Any citizen may nominate an individual property for landmark designation. Owner consent is strongly encouraged for landmark nominations, however if a property is of overwhelming historical importance to the entire community, a nomination may go forward without the owner's consent. Applicant must document attempts to secure the owner's permission, i.e. copies of correspondence, meeting or contract dates, or notes on phone conversations. This documentation must accompany an application submitted without owner consent. Give your name, address, phone, fax and email. Sign on the appropriate line and enter the date the form was completed.

SECTION II

Other Historic Designation

Indicate if a property has received other historic designation. Enter the date the property received official designation and whether it was designated by the County, State or National agency

Location Status

Indicate if a building or structure has been moved. If moved, provide the date of relocation. Give the previous location if known.

Original Owner/Architect/Builder

Historic research is usually required to locate the name of the original owner, architect and builder of the property. The names may be found among the deed and title documents or may be traced at the County Tax Assessor's office. Provide the sources of information used to research this data.

Year of Construction/Remodeling

Give the year the original construction began for building, structures and objects. If known, list the dates the building(s) underwent remodeling and a description of alterations. Provide the sources of information used to research this data.

Use of Property

Give all the historic and current uses of the property. Provide the sources of information used to research this data.

SECTION III

Historical Narrative

In this section, describe the history of the site in detailed narrative. This section does not specifically outline why the property should be land marked; it merely lists any available factual information.

Architectural Description

Please attach additional sheets with the description of the present and original (if known) physical appearance of the nominated property. Individual buildings, structures, or objects must be described in sufficient detail using appropriate professional terminology. Unique details or unusual features must be noted and should be visible in the accompanying photographs. References to an appropriate guidebook on American architectural styles (i.e. Marcus Whiffen's *American Architecture since 1780: A Guide to the Styles* or Virginia and Lee McAlester's *A Field Guide to American Architecture*) may be consulted when questions of terminology arise. If local terms or styles are used, they should be fully described and explained. The following types of information in descriptions of buildings, structures and objects must be considered:

- Type of Building (dwelling, church, store, office, etc)
- Building placement (detached or free standing, row, etc)
- General characteristics in its present state:
 - Overall shape or plan (rectangle, L-shaped, etc)
 - Number of stories
 - Number of vertical divisions or bays, if applicable
 - Construction materials (brick, frame, masonry, etc) and wall finish (kind of bond, coursing, shingle, plaster, etc)
 - Roof shape (gabled, hipped, shed, flat, etc)
- Specific features, including location, number and appearance of: porches (verandas, stoops, attached sheds, etc), windows, doors, chimneys, dormers
- Decorative elements such as cornices, friezes, pediments, sills, pillars, carvings, terracotta, doors, cast iron fronts, etc
- Number, type and location of outbuildings, as well as dates, if known
- Other man-made elements (roadways, walls, fences, contemporary structures, landscaping) included in the legal boundaries of the nominated area

- Existing natural elements (trees, slope, etc) which contribute to its setting

The present condition and its environment should also be described.

Photographs

Submit as many photographs as necessary to depict the current condition and significant aspects of the property. Photographs should give an honest visual representation of the historical integrity and significance of the property. Other than historic photographs (if available), photographs must be contemporary with the nomination and should meet the following guidelines:

- Black and white photographs are encouraged but color photographs are acceptable
- Photographs must be at least 3" x 5", but not exceed 8" x 10"
- Photographs must be well composed, sharply focused, and clear
- Unmounted photographs only
- Polaroids and photocopies are not acceptable
- Digital photographs may be included to supplement the traditional photograph requirements if printed on quality photo paper
- Labeling either in pencil on the back of photos or on a supplemental sheet with the following information identified:
 - Name of property
 - Street address
 - Description of view, and
 - Photograph number
- DO NOT use marker or pens of any kind, and do not make any stray marks on the front or back of the photographs
- DO NOT affix photographs to forms by staples, clips, glue or any material

Submit photographs in an envelope identified with the property name and address.

As applicable, the following photographs must be submitted:

- Front façade, right façade, left façade, rear façade
- One showing the environmental or context in which the property is located
- One showing all property boundaries from the street
- Photographs showing any additions, alterations, and secondary structures
- Photographs that document the condition of the site and present features. One must include a view showing the physical environment and land configuration of the site.

Detailed or unique views of unusual features and special details (i.e. architectural features, construction styles, etc) should be noted in the photographs. Interior views of historic buildings, structures, sites and/or objects are unnecessary. However, they may be submitted if the significance of the property proposing to be nominated is entirely or partly based on them.

SECTION IV

Significance of Property

Check the boxes next to the appropriate nomination criterion.

Statement of Significance

Using an additional sheet, make the case for the property's significance. In this narrative, describe how the property meets the Town's criteria for landmark status; and describe the property's area(s) of significance beginning with the most important area first.

From the National Historic Landmark Criteria by the U.S. Department of the Interior, National Park Service:

- “The quality of national significance is ascribed to districts, sites, buildings, structures and objects that possess exceptional value or quality in illustrating or interpreting the heritage of the United States in history, architecture, archeology, engineering and culture and that possess a high degree or integrity of location, design, setting, materials, workmanship, feeling and association, and:
 - That are associated with events that have made a significant contribution to, and are identified with, or that outstandingly represent, the broad national patterns of the United States history and from which an understanding and appreciation of those patterns may be gained; or
 - That are associated importantly with the lives of persons nationally significant in the history of the United States; or
 - That represent some great idea or ideal of the American people; or
 - That embody the distinguishing characteristics of an architectural type specimen exceptionally valuable for a study or a period, style or method of construction, or that represent a significant, distinctive and exceptional entity whose components may lack individual distinction; or
 - That are composed of integral parts of the environment not sufficiently significant by reason of historical association or artistic merit to warrant individual recognition but collectively compose an entity of exceptional historical or artistic significance, or outstandingly commemorate or illustrate a way of life or culture; or
 - That have yielded, or may be likely to yield, information of major scientific importance by revealing new cultures, or by shedding light upon periods of occupation over large areas of the United States. Such sites are those which have yielded, or which may reasonably be expected to yield, data affecting theories, concepts and ideas to a major degree.”

From the National Historic Landmark Exclusions by the U.S. Department of the Interior, National Park Service:

- “Ordinarily, cemeteries, birthplaces, graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings and properties that have achieved significance within the past fifty years are not eligible for designation. If such properties fall within the following categories they may, nevertheless, be found to qualify:
 - A religious property deriving its primary national significance from architectural or artistic distinction or historical importance; or

- A building or structure removed from its original location but which is nationally significant primarily for its architectural merit, or for association with persons or events of transcendent importance in the nation's history and the association consequential; or
- A site of a building or structure no longer standing but the person or event associated with it is of transcendent importance in the nations' history and the association consequential; or
- A birthplace, grave or burial if it is of a historical figure of transcendent national significance and no other appropriate site, building or structure directly associated with the productive life of that person exists; or
- A cemetery that derives its primary national significance from graves of persons of transcendent importance, or from an exceptionally distinctive design or an exceptionally significant event; or
- A reconstructed building or ensemble of buildings of extraordinary national significance when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other buildings or structures with the same association have survived; or
- A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own national historical significance; or
- A property achieving national significance within the past 50 years if it is of extraordinary national importance.”

Additional guidelines for statements of significance may be found on the Department of the Interior, National Park Service website: www.nps.gov. The National Register bulletins, *How to Complete the National Register Registration Form* is available at www.nps.gov/nr/publications/bulletins/nrb16a/, and *How to Apply the National Register Criteria for Evaluation* is available at www.nps.gov/nr/publications/bulletins/nrb15/.

SECTION IV

Bibliography

Cite primary and secondary sources used in preparing this form on one or more additional sheets. Examples include books, articles, interviews, manuscripts, and web sites. Use a standard bibliographic style, listing authors, full title, date and location of publisher, and publisher. Interviews providing information for this form should be listed with the name, place, and the date of the interview.