



Historic Preservation Certification Application

INTRODUCTION

Austin's historic buildings and neighborhoods create the unique character and heritage of our city. In December, 2004, the Austin City Council adopted an ordinance authorizing the establishment of local historic districts to recognize and protect those areas with particular significance to maintaining Austin's rich heritage.

Local historic districts accomplish many things:

- **Public awareness and education.** Nominations contain a full study of the history and architecture of the district, fostering greater public awareness of the character of the district.
- **District design standards.** New construction within the district will be required to meet standards to ensure that new buildings and additions are compatible with the historic character of the district and its architecture.
- **Protection of historically-significant buildings.** A property owner will be required to obtain a Certificate of Appropriateness from the Historic Landmark Commission before demolishing or relocating a contributing building. In areas which are not local historic districts, there must be a determination that a building subject to a demolition or relocation permit application rises to the level of a designated city historic landmark. A contributing building in a local historic district does not have to have the same level of significance to protect it from demolition or removal.
- **Property tax incentives for rehabilitation.** Owner-occupants of contributing buildings within local historic districts are eligible to apply for a city property tax abatement for qualified rehabilitations. In general, the owner must re-invest at least 25% of the value of the structure in qualified rehabilitation expenditures, with at least 5% of the value of the structure re-invested in rehabilitation of the exterior of the building. Upon approval by the Historic Landmark Commission and completion of the project, the property owner is eligible for a city property tax freeze at the pre-rehabilitation value of the structure for 7 years. For example, if Property Owner X owns a contributing house worth \$100,000, invests at least \$25,000 in qualified expenditures, the project is approved upon completion by the Historic Landmark Commission, and the house, after the rehabilitation is worth \$150,000, the city property taxes would be assessed at the \$100,000 value of the house for 7 years, at which time the property would be re-assessed and taxes assessed at the value at that time. Owners of income-producing property are eligible for a city property tax exemption with the re-investment of at least 40% of the value of the structure and at least 5% of the value of the structure re-invested in rehabilitation of the exterior of the building, for 10 years.

DEFINITIONS

LOCAL HISTORIC DISTRICT: A local historic district is a geographically- or thematically-definable area, possessing a significant concentration of buildings, structures, or objects united by their history and/or architecture. At least 51% of the principal buildings within a district must contribute to its historic character, and at least 51% of the property owners within the district must consent to its establishment.

CONTRIBUTING: A contributing property is one which

- (a) is at least 50 years old, and
- (b) was built during the period of significance of the district, and
- (c) retains sufficient integrity of materials and design to portray its historic appearance.

NON-CONTRIBUTING: A non-contributing property is one which

- (a) is less than 50 years old, or
- (b) has had architectural modifications to the extent that it has lost its historic appearance.

Evaluations of which buildings are contributing to the historic district must be prepared by a historic preservation professional.

DISTRICT BOUNDARIES: A historic district must have defined and justifiable boundaries, which may change depending on the research results and number of contributing and non-contributing buildings. District boundaries should be drawn in accordance with subdivision lines, although there may be more than one subdivision within a historic district if the properties within the district share a common history and architecture. The district boundaries should reflect the common history and architecture of the district. At least 51% of the buildings within the district must be deemed contributing to its historic character.

BUILDING: A building shelters human activity, such as a house, store, church, barn, carriage house, greenhouse, etc.

STRUCTURE: A structure is a functional construction, such as a bridge, cistern, moon tower, fence, wall, etc.

SITE: A site is the place where a significant historic event occurred. There may not be any significant historical buildings remaining on a site.

HISTORIAN/ARCHITECTURAL HISTORIAN: A historian or architectural historian is a person qualified under the Secretary of the Interior's Professional Qualifications, listed at 36 CFR §61 as follows:

A graduate degree in history, architectural history, art history, historic preservation or closely related field, with coursework in American architectural history, or a bachelor's degree in history, architectural history, art history, historic preservation, or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution, or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

APPLICATION PROCEDURE

The Historic Landmark Commission meets on the fourth Monday of each month, or as posted. Local historic district nominations must be presented to the City Historic Preservation Office at least 60 days prior to the hearing by the Historic Landmark Commission.

1. A completed nomination form for a local historic district must be submitted to the City Historic Preservation Office at least 60 days prior to scheduling a review of the nomination by the Historic Landmark Commission. The nomination must be completely filled out with all required supporting materials or it cannot be accepted.
2. A processing fee of \$ XXX and a notification fee of \$165 is required at the time the nomination is submitted to the City Historic Preservation Office. The check should be made out to the City of Austin.
3. Local historic district nominations are reviewed by the City Historic Preservation Office, the Historic Landmark Commission, a land use commission, and City Council. The City Historic Preservation Office will forward only complete nominations to the Historic Landmark Commission. The Historic Landmark Commission will review the nomination and make a recommendation to grant or deny the nomination, and may require additional information before making a recommendation on the nomination. After review by the Historic Landmark Commission, the nomination will be forwarded to the appropriate land use commission (Planning or Zoning and Platting) for a recommendation, and then on to City Council for an ordinance establishing the local historic district. Each Commission hearing is a public meeting where property owners and other interested parties may provide comments to the Commission or Council in making their decision.
4. Upon receipt of the nomination, the City will mail notification to all property owners and neighborhood associations within the proposed historic district at least 30 days prior to the date of the scheduled hearing by the Historic Landmark Commission.

5. The Historic Landmark Commission generally meets on the fourth Monday of each month, or as otherwise posted. The City Historic Preservation Office will notify the nominator of the Historic Landmark Commission hearing date upon certification that the nomination is complete and ready for presentation to the Commission.

6. The Historic Landmark Commission may:
Recommend approval of the nomination to the City Council
Recommend denial of the nomination to the City Council
Postpone consideration of the nomination to receive further information necessary to their decision.

Upon a recommendation by the Historic Landmark Commission, the nomination will be reviewed by the appropriate land use commission (Planning or Zoning and Platting), and then by City Council, which will approve or deny the nomination. Upon approval by the City Council, the City will change its zoning maps to reflect the designation of the local historic district, and all properties within the local historic district will have the zoning suffix (HD) applied to base zoning classifications (i.e, SF-3-HD).

Following designation, the Historic Landmark Commission will review demolition, relocation, and building permit applications for exterior or site modifications to contributing buildings and all new construction within the district in accordance with the District Design Standards adopted for the district by the City Council.

STEP BY STEP GUIDE TO PREPARING THE NOMINATION FORM

1. COLLECT MAPS

A. Subdivision maps

Determine which subdivisions are located within the district and obtain the plat maps for those subdivisions from the Austin History Center (9th and Guadalupe) or the Travis County Clerk's Office (5501 Airport Boulevard). The subdivision maps will provide you with a good understanding of the different developments within your proposed historic district, and the boundaries of the subdivisions may serve as the boundaries of the historic district.

B. Tax maps

Obtain tax maps from the City Map Sales Office (505 Barton Springs Road) or the Travis Central Appraisal District (8314 Cross Park Drive, Austin, Tx 78754) showing ALL of the properties within the proposed historic district. Do NOT define the boundaries of the historic district on these maps until you are absolutely sure of them – the tax maps will be used by the City to provide the required notification to property owners, so they must be clear and accurate with no crossed-out lines.

C. Sanborn Fire Insurance maps

Obtain the Sanborn Fire Insurance maps showing the district. The Sanborn Fire Insurance Map Company produced maps of Austin in the 1890s, 1900, 1922, 1935, and 1959-1962. The Austin History Center (9th and Guadalupe) and the Barker Center for the Study of American History (UT) have the Sanborn maps on microfilm. The Sanborn maps can also be accessed on the internet through the Austin Public Library website with a valid Austin library card.

The Sanborn maps show the footprints of each building standing at the time the map was created, indicating whether a building was one or two stories, wood frame or masonry, and the location of outbuildings. Sanborn maps are very useful for determining how dense the settlement of the district was at the time the map was produced, i.e., the 1922 map of Eva Street between Elizabeth and Monroe Streets shows three houses on the west side of the street and no houses on the east side. Comparing it to the 1935 map shows that three houses on the east side of Eva between Elizabeth and Monroe were built between 1922 and 1935. The maps also show the configuration of the houses, helping to date additions to houses, or if an earlier house was demolished to construct the current house. The house at the northwest corner of Eva and Monroe Streets appears to have had significant modifications, or an older house was demolished and a new one built between 1922 and 1935. Only the central part of Austin was covered by the 1900 Sanborn map, and the 1922 map only shows some outlying residential sections. The first truly comprehensive Sanborn map was produced in 1935.

2. RESEARCH THE HISTORIC DISTRICT

A local historic district must have a justification for its establishment. Research into the history of the development and settlement of the district is crucial to understanding when, how, and by whom the area came to be the historic district. The questions your research should focus on answering are:

- When was the area opened for development?
- Were there houses or farms in the area prior to its subdivision for development? Who were the major property owners in the area prior to subdivision? Are there any buildings remaining from the earliest known occupants of the area, and if so, what and where are they?
- What are the names of the subdivisions in the district? When, and by whom were they platted? Did the owner of the subdivision live in the subdivision? If so (or, if not), where did he live?
- According to the Sanborn maps, when were the first houses built in the subdivision? Where are the earliest houses? Do the earliest houses occupy prominent locations within the district?

3. SURVEY AND INVENTORY

The local historic district nomination requires a complete inventory of all buildings within the district, whether they are contributing to the district or not. There is a survey form attached to the nomination to be used to complete the survey.

The purpose of the survey is to gather the data necessary for evaluating the architectural significance of the district, as well as developing the design standards for new construction within the district. The survey will give you the information necessary to fill out the first part of the nomination, giving the percentages of say, brick houses over wood-frame houses, or gabled roofs over hipped roofs.

The survey and inventory must be done on a house-by-house basis. Complete a survey form for each property in the district. Secondary buildings, such as garage apartments, greenhouses, etc., may be included on the same survey card as the principal building, but must be adequately described and photographed.

The survey form includes the following information:

- Address of the property and map key number
- Photograph of the property (see below)
- Description of buildings, including configuration, roof type, construction materials, doors, windows, and porches.
- Description of alterations
- Information as to whether the building is on its original site or has been moved, and the date of the move, if known.
- Architect or builder associated with the property, if known.
- Significant persons associated with the property.
- Set-backs and landscape features such as walls and fences.

The image shows two survey forms side-by-side. The left form is titled 'MAYO-REVISION Survey of District Neighborhood' and includes a photograph of a house with a porch. The right form is titled 'MAYO-90' and is a detailed data entry form with various fields for recording survey information.

4. PHOTOGRAPHS

- A. Each surveyed building must include a clear photograph of the principal building and all outbuildings and landscape features on the property. Photographs must be 35 mm., may be black-and-white or color, printed on high quality photographic paper, and no larger than 4 x 6 for mounting on the survey form. Photographs must be mounted with photograph corners or rubber cement. Do not use tape, paste, or spray mount to affix the photographs to the survey form. The survey form contains a place to note the negative number or file number from a compact disc, which must be included with the nomination.

Photographs of surveyed buildings must include the front façade and an oblique showing the front façade and a side elevation. A detail photograph of any notable architectural features should be included as an addendum to the survey card, as should photographs of alterations, outbuildings, and landscape features. Example: the principal photograph on the survey card should be the front façade of the house. The house has notable gingerbread detailing on the porch, modern aluminum windows, a modern addition in the back, and an old wire fence at the sidewalk. Each of these features should be documented as an addendum to the survey form. The compilation of this information guides the decision as to whether the house is contributing to the district and helps in the development of design standards for the district.

- B. Photographs showing representative streetscapes of the district showing buildings, landscape features (fences, walls, etc.) and the street to illustrate typical conditions within the district. Photographs showing representative alleys should also be included with the nomination. Photographs showing representative streets and alleys within the district must not be any larger than 8 x 10, clearly labeled on the back (on an adhesive label) identifying the view shown in the photograph, the direction of the photograph, and the place where the photograph was taken. (Example: "View of the west side of the 2100 block of Newton Street, looking north from 2201 Newton, June 2005").

5. DETERMINATION OF CONTRIBUTING AND NON-CONTRIBUTING BUILDINGS IN THE DISTRICT

The determination of which buildings are contributing and which buildings are non-contributing to the historic district should be made by a person meeting the Secretary of the Interior's Professional Qualifications for a Historian or Architectural Historian with sufficient expertise in historic preservation to evaluate buildings within historic districts. Define the criteria for evaluating the buildings within the district (i.e., what features make a building contributing or non-contributing), and note the determination on the survey form along with a statement justifying the determination. All determinations of which buildings are contributing or non-contributing to the district are subject to review by the Historic Preservation Office.

6. DESCRIPTION OF ARCHITECTURAL STYLES WITHIN THE DISTRICT

Describe the principal architectural styles within the district, noting the location of particularly good examples of the style. Architectural style guidebooks are available at the Austin Public Library and include *A Field Guide to American Houses* by Virginia and Lee McAlester (New York: Alfred A. Knopf, 1990), *Identifying American Architecture* by John J.-G. Blumenthal (Nashville: American Association for State and Local History, 1981), *A Field Guide to American Architecture* by Carole Rifkind (New York: New American Library, 1980), *American Vernacular Design* by Herbert Gottfried and Jan Jennings (Ames: Iowa State University Press, 1988) among others.

7. PERIOD OF SIGNIFICANCE OF THE DISTRICT

Identify the periods of significance for the development of the district. Periods of significance generally begin with the earliest development within the district and cover the periods of greatest activity within the district. Example: the earliest subdivision within the district was platted in 1897, a few houses were built before World War I, and then the land was subdivided into smaller lots and there was a great deal of house construction from 1921 to 1928. The majority of the houses within the district were built during this period, with only sporadic building thereafter. The period of significance would probably be 1897-1928, even though there are houses within the district built in 1948 and 1960. To be contributing to the district, a house must have been built during the period of significance – the 1960 house would not be contributing to the district now because it is not yet 50 years old, nor was it built during the period of significance for the district.

8. BUILDING HISTORIES

Prepared an ownership and occupancy history for each of the contributing or potentially-contributing buildings within the district.

- A. **OCCUPANCY HISTORY** Knowing the occupants of the property is necessary to understanding its history as well as its context within the district. The occupancy history should be drawn from the city directory collection at the Austin History Center (9th and Guadalupe). Begin with the present and work back year by year to learn who occupied the property and their occupation. Occupancy histories within a district are very useful for determining social, cultural, and ethnic shifts within the district, and during what years they occurred. For example, the occupancy history of the houses along one block may reveal that the first occupants were bakers and storekeepers of Scandinavian descent, followed by Anglo mechanics, then UT students.
- B. **OWNERSHIP HISTORY** The ownership history of a property may be important to determining the historical significance of a building within the district, and the Historic Landmark Commission may request the preparation of an ownership history of an individual building, or numbers of buildings within the district. If required, the ownership history need not go back any further than the date of construction of the house, and should have references for the real estate transactions, including volume and page from the Travis County deed records. Copies of the deeds are not necessary for the documentation. Include any mechanics' liens filed and released on the property to help confirm the date of construction for the house or the dates of additions to the house. City building permits may also be helpful in establishing a date of construction or date of additions and other alterations to the house. Property owners may have all this information in a title abstract from when they purchased the house. If not, the Travis County Clerk's Office (5501 Airport Boulevard) has all Travis County real estate records on microfilm or later transactions on computer.

9. NARRATIVE HISTORY

The nomination must contain a full history of the district to establish the significance of the area and key sites and buildings in the development of the city, and gathering all of the research information into a concise, clearly written narrative detailing the history of building and settlement in the district. The narrative history should have a short introduction, a history of the development of the district, discussion of the persons associated with developing the subdivisions within the district, and a discussion of the social, economic, and cultural history of the residents of the district.

CHECKLIST FOR ATTACHMENTS TO NOMINATION FORM

- A. MAPS
 - Sanborn maps
 - Tax Parcel maps
 - District map showing boundaries, contributing and non-contributing buildings, all addresses and a map key number tied to building inventory.
- B. INDIVIDUAL BUILDING INVENTORY AND PHOTOGRAPHS
 - Legal Descriptions
 - Building Histories
 - Narrative Histories
 - List of Property Owners and their Support
 - TAX PARCEL I.D. LIST
 - List of Property Owners and their Support
- C. DISTRICT PRESERVATION PLAN
- D. DISTRICT DESIGN STANDARDS FOR NEW CONSTRUCTION
- E. \$XX NOMINATION FEE and \$165 NOTIFICATION FEE

SPECIFIC INSTRUCTIONS FOR NOMINATION FORM

1. Name of the district

Choose a name that reflects the history of the district, from the subdivisions or the streets which compose the district. The City Historic Preservation Office can assist in naming a historic district.

2. Geographical description

Give a general geographical description of the district, such as: "From the northwest corner of 38th and Guadalupe, north along Guadalupe to 45th Street, east along 45th Street to Duval Street, south along Duval Street to 38th Street, and west along 38th Street to Guadalupe Street."

3. Properties within the district

Fill in this information after completing the survey and inventory of all the buildings within the proposed district. Compile the number of buildings within the district, the number and percent of the total of contributing and non-contributing buildings, and the number and total of the types of buildings within the district (i.e., residential, commercial, institutional, etc.)

4. Architectural composition of the district

Provide information about the different types of buildings and structures within the district. This section applies only to contributing buildings within the district. Tally the principal architectural features of the district and create a qualitative index for developing appropriate design standards based upon the prevailing architectural features of buildings within the district. The inventory of the buildings within the district will provide the data necessary for this section.

5. Evaluation of integrity issues within the district

Describe the criteria used to evaluate the integrity of materials and design for all buildings within the district. Many buildings have been modified with additions, new siding, new windows, new roofs, etc. which may or may not be sympathetic to their historic appearance. Describe which modifications to buildings within the district distinguish a contributing building from a non-contributing building.

6. Description of building locations and landscape features

Describe the locations of buildings within the district, specifically their setback from the street, presence of driveways, detached garages, alleys, fences, walls, and other man-made landscape features for use in adopting setback and design standards for new construction within the district.

7. Historical context of the district

In a concisely-written XX – XX page narrative, relate the history of the district, from first development to the present. Identify the subdivisions within the district, the date they were platted, and the patterns and dates of settlement within the district. The narrative must include a social history of the district to describe its development and its context within the history of Austin, describing changes over time.

8. Architects and builders

Identify all known architects and builders active in constructing the buildings within the district, and the buildings associated with each architect or builder.

City of Austin Historic District Nomination Form

1. **NAME OF DISTRICT** _____

2. **GEOGRAPHICAL DESCRIPTION** (General description of the district boundaries)

ACREAGE: _____

3. PROPERTIES WITHIN THE DISTRICT

TOTAL: _____

NUMBER CONTRIBUTING: _____ PERCENT OF TOTAL: _____

Residential buildings: Number _____ % of total: _____

Commercial buildings: Number _____ % of total: _____

Secondary buildings: Number _____ % of total: _____

Educational/institutional buildings: Number _____ % of total: _____

Parks/public landscapes: Number _____ % of total: _____

NUMBER NON-CONTRIBUTING: _____ PERCENT OF TOTAL: _____

Residential buildings: Number _____ % of total: _____

Commercial buildings: Number _____ % of total: _____

Secondary buildings: Number _____ % of total: _____

Educational/institutional buildings: Number _____ % of total: _____

Parks/public landscapes: Number _____ % of total: _____

4. ARCHITECTURAL COMPOSITION OF THE DISTRICT

RESIDENTIAL BUILDINGS

CONTRIBUTING TOTAL: _____

One-story buildings: Number _____ % of total: _____

Two-story buildings: Number _____ % of total: _____

More than two-story: Number _____ % of total: _____

Principal styles and number of contributing buildings exhibiting the style

Style _____ Number _____

Style _____ Number _____

Style _____ Number _____

Style _____ Number _____

Periods of Significance _____ To _____

Roof types

Gabled roof: Number _____ % of total: _____

Front gable: Number _____ % of total: _____

Side gable: Number _____ % of total: _____

Cross gable: Number _____ % of total: _____

Hipped roof: Number _____ % of total: _____

Flat roof: Number _____ % of total: _____

Other (describe): Number _____ % of total: _____

4. Architectural Composition of the District (continued)

Roof materials

Composition Shingle:	Number	_____	% of total:	_____
Metal:	Number	_____	% of total:	_____
Corrugated:	Number	_____	% of total:	_____
Standing Seam:	Number	_____	% of total:	_____
Wood Shingle:	Number	_____	% of total:	_____
Slate:	Number	_____	% of total:	_____
Fiberglass:	Number	_____	% of total:	_____
Other (describe):	Number	_____	% of total:	_____

Principal Exterior Materials

Wood Siding:	Number	_____	% of total:	_____
Brick:	Number	_____	% of total:	_____
Stone:	Number	_____	% of total:	_____
Stucco:	Number	_____	% of total:	_____
Synthetic siding:	Number	_____	% of total:	_____
Asbestos shingles:	Number	_____	% of total:	_____
Vinyl siding:	Number	_____	% of total:	_____
Aluminum siding:	Number	_____	% of total:	_____
Other (describe):	Number	_____	% of total:	_____

Windows

Buildings with all original windows in street-facing facade: _____

Window Groupings

Single windows on street facade:	Number	_____	% of total:	_____
Double windows on street facade:	Number	_____	% of total:	_____
Triple windows on street facade:	Number	_____	% of total:	_____
Picture window on street facade:	Number	_____	% of total:	_____
Buildings with:				
Wood Sash windows:	Number	_____	% of total:	_____
Configuration:				
1:1	Number	_____	% of total:	_____
2:2	Number	_____	% of total:	_____
4:4	Number	_____	% of total:	_____
6:6	Number	_____	% of total:	_____
Other (Describe)	Number	_____	% of total:	_____

Stained/Leaded:	Number	_____	% of total:	_____
Casement:	Number	_____	% of total:	_____
Aluminum Sash:	Number	_____	% of total:	_____
Vinyl:	Number	_____	% of total:	_____
Fixed sash:	Number	_____	% of total:	_____
Other (describe):	Number	_____	% of total:	_____

4. Architectural Composition of the District (continued)

Front Porches

Number of buildings with front porches _____

Porch Types

Full-width independent:	Number _____	% of total: _____
Front-gabled:	Number _____	% of total: _____
Side-gabled	Number _____	% of total: _____
Hipped roof:	Number _____	% of total: _____
Shed roofed:	Number _____	% of total: _____
Full-width inset:	Number _____	% of total: _____
Partial-width independent:	Number _____	% of total: _____
Front-gabled:	Number _____	% of total: _____
Side-gabled	Number _____	% of total: _____
Hipped roof:	Number _____	% of total: _____
Shed roofed:	Number _____	% of total: _____
Partial-width inset:	Number _____	% of total: _____
Wraparound:	Number _____	% of total: _____
Stoop cover:	Number _____	% of total: _____
Front-gabled:	Number _____	% of total: _____
Shed-roofed:	Number _____	% of total: _____
Hipped roof:	Number _____	% of total: _____
Other (describe):	Number _____	% of total: _____

Posts and railings:	Number _____	% of total: _____
Wood posts and rails:	Number _____	% of total: _____
Wood posts no rails:	Number _____	% of total: _____
Metal posts and rails:	Number _____	% of total: _____
Metal posts no rails:	Number _____	% of total: _____
Other (describe):	Number _____	% of total: _____
Screened:	Number _____	% of total: _____
Glassed in:	Number _____	% of total: _____

Doorways

Number of buildings with original doors:

Number _____ % of total: _____

Door types:

Single-leaf wood, no glazing:	Number _____	% of total: _____
Double-leaf wood, no glazing:	Number _____	% of total: _____
Single-leaf wood, with glazing:	Number _____	% of total: _____
Double-leaf wood, with glazing:	Number _____	% of total: _____
Metal, no glazing:	Number _____	% of total: _____
Metal, with glazing:	Number _____	% of total: _____

Entryway Ornamentation:

With transoms	Number _____	% of total: _____
With sidelights:	Number _____	% of total: _____

Principal type of replacement door: _____

4. Architectural Composition of the District (continued)

Chimneys

Buildings with chimneys:	Number	_____	% of total:	_____
Interior:	Number	_____	% of total:	_____
Exterior:	Number	_____	% of total:	_____
Brick chimneys	Number	_____	% of total:	_____
Stone chimneys	Number	_____	% of total:	_____
Other (describe):	Number	_____	% of total:	_____

COMMERCIAL BUILDINGS

CONTRIBUTING TOTAL: _____

One-story buildings:	Number	_____	% of total:	_____
Two-story buildings:	Number	_____	% of total:	_____
More than two-story:	Number	_____	% of total:	_____

Principal styles and number of contributing buildings exhibiting the style

Style _____	Number	_____
Style _____	Number	_____
Style _____	Number	_____
Style _____	Number	_____

Periods of Significance _____ To _____

Roof types

Gabled roof:	Number	_____	% of total:	_____
Front gable:	Number	_____	% of total:	_____
Side gable:	Number	_____	% of total:	_____
Cross gable:	Number	_____	% of total:	_____
Hipped roof:	Number	_____	% of total:	_____
Flat roof:	Number	_____	% of total:	_____
Other (describe):	Number	_____	% of total:	_____

Roof materials

Composition Shingle:	Number	_____	% of total:	_____
Metal:	Number	_____	% of total:	_____
Corrugated:	Number	_____	% of total:	_____
Standing Seam:	Number	_____	% of total:	_____
Wood Shingle:	Number	_____	% of total:	_____
Slate:	Number	_____	% of total:	_____
Fiberglass:	Number	_____	% of total:	_____
Other (describe):	Number	_____	% of total:	_____

4. Architectural Composition of the District (continued)

Principal Exterior Materials

Wood Siding:	Number	_____	% of total:	_____
Brick:	Number	_____	% of total:	_____
Stone:	Number	_____	% of total:	_____
Stucco:	Number	_____	% of total:	_____
Synthetic siding:	Number	_____	% of total:	_____
Asbestos shingles:	Number	_____	% of total:	_____
Vinyl siding:	Number	_____	% of total:	_____
Aluminum siding:	Number	_____	% of total:	_____
Other (describe):	Number	_____	% of total:	_____

Windows

Buildings with all original windows in street-facing facade: _____

Window Groupings

Single windows on street facade:	Number	_____	% of total:	_____
Double windows on street facade:	Number	_____	% of total:	_____
Triple windows on street facade:	Number	_____	% of total:	_____
Picture window on street facade:	Number	_____	% of total:	_____

Buildings with:

Wood Sash windows:	Number	_____	% of total:	_____
Configuration:				
1:1	Number	_____	% of total:	_____
2:2	Number	_____	% of total:	_____
4:4	Number	_____	% of total:	_____
6:6	Number	_____	% of total:	_____
Other (Describe)	Number	_____	% of total:	_____

Stained/Leaded:	Number	_____	% of total:	_____
Casement:	Number	_____	% of total:	_____
Aluminum Sash:	Number	_____	% of total:	_____
Vinyl:	Number	_____	% of total:	_____
Fixed sash:	Number	_____	% of total:	_____
Other (describe):	Number	_____	% of total:	_____

Front Porches

Number of buildings with front porches _____

Porch Types

Full-width independent:	Number	_____	% of total:	_____
Front-gabled:	Number	_____	% of total:	_____
Side-gabled	Number	_____	% of total:	_____
Hipped roof:	Number	_____	% of total:	_____
Shed roofed:	Number	_____	% of total:	_____
Full-width inset:	Number	_____	% of total:	_____
Partial-width independent:	Number	_____	% of total:	_____

4. Architectural Composition of the District (continued)

Front Porches (cont)

Front-gabled:	Number	_____	% of total:	_____
Side-gabled	Number	_____	% of total:	_____
Hipped roof:	Number	_____	% of total:	_____
Shed roofed:	Number	_____	% of total:	_____
Partial-width inset:	Number	_____	% of total:	_____
Wraparound:	Number	_____	% of total:	_____
Stoop cover:	Number	_____	% of total:	_____
Front-gabled:	Number	_____	% of total:	_____
Shed-roofed:	Number	_____	% of total:	_____
Hipped roof:	Number	_____	% of total:	_____
Other (describe):	Number	_____	% of total:	_____

Posts and railings:	Number	_____	% of total:	_____
Wood posts and rails:	Number	_____	% of total:	_____
Wood posts no rails:	Number	_____	% of total:	_____
Metal posts and rails:	Number	_____	% of total:	_____
Metal posts no rails:	Number	_____	% of total:	_____
Other (describe):	Number	_____	% of total:	_____
Screened:	Number	_____	% of total:	_____
Glassed in:	Number	_____	% of total:	_____

Doorways

Number of buildings with original doors:
 Number _____ % of total: _____

Door types:

Single-leaf wood, no glazing:	Number	_____	% of total:	_____
Double-leaf wood, no glazing:	Number	_____	% of total:	_____
Single-leaf wood, with glazing:	Number	_____	% of total:	_____
Double-leaf wood, with glazing:	Number	_____	% of total:	_____
Metal, no glazing:	Number	_____	% of total:	_____
Metal, with glazing:	Number	_____	% of total:	_____

Entryway Ornamentation:

With transoms	Number	_____	% of total:	_____
With sidelights:	Number	_____	% of total:	_____

Principal type of replacement door:

Chimneys

Buildings with chimneys:	Number	_____	% of total:	_____
Interior:	Number	_____	% of total:	_____
Exterior:	Number	_____	% of total:	_____
Brick chimneys	Number	_____	% of total:	_____
Stone chimneys	Number	_____	% of total:	_____
Other (describe):	Number	_____	% of total:	_____

4. Architectural Composition of the District (continued)

SECONDARY BUILDINGS

CONTRIBUTING TOTAL: Number _____ % of total: _____

Garages/Garage Apartments: Number _____ % of total: _____

One-story buildings: Number _____ % of total: _____

Two-story buildings: Number _____ % of total: _____

More than two-story: Number _____ % of total: _____

Principal styles and number of contributing buildings exhibiting the style

Style _____ Number _____

Style _____ Number _____

Style _____ Number _____

Style _____ Number _____

Periods of Significance _____ To _____

Roof types

Gabled roof: Number _____ % of total: _____

Front gable: Number _____ % of total: _____

Side gable: Number _____ % of total: _____

Cross gable: Number _____ % of total: _____

Hipped roof: Number _____ % of total: _____

Flat roof: Number _____ % of total: _____

Other (describe): Number _____ % of total: _____

Roof materials

Composition Shingle: Number _____ % of total: _____

Metal: Number _____ % of total: _____

 Corrugated: Number _____ % of total: _____

 Standing Seam: Number _____ % of total: _____

Wood Shingle: Number _____ % of total: _____

Slate: Number _____ % of total: _____

Fiberglass: Number _____ % of total: _____

Other (describe): Number _____ % of total: _____

4. Architectural Composition of the District (continued)

Principal Exterior Materials

Wood Siding:	Number	_____	% of total:	_____
Brick:	Number	_____	% of total:	_____
Stone:	Number	_____	% of total:	_____
Stucco:	Number	_____	% of total:	_____
Synthetic siding:	Number	_____	% of total:	_____
Asbestos shingles:	Number	_____	% of total:	_____
Vinyl siding:	Number	_____	% of total:	_____
Aluminum siding:	Number	_____	% of total:	_____
Other (describe):	Number	_____	% of total:	_____

Windows

Buildings with all original windows in street-facing facade: _____

Window Groupings

Single windows on street facade:	Number	_____	% of total:	_____
Double windows on street facade:	Number	_____	% of total:	_____
Triple windows on street facade:	Number	_____	% of total:	_____
Picture window on street facade:	Number	_____	% of total:	_____

Buildings with:

Wood Sash windows:	Number	_____	% of total:	_____
Configuration:				
1:1	Number	_____	% of total:	_____
2:2	Number	_____	% of total:	_____
4:4	Number	_____	% of total:	_____
6:6	Number	_____	% of total:	_____
Other (Describe)	Number	_____	% of total:	_____

Stained/Leaded:	Number	_____	% of total:	_____
Casement:	Number	_____	% of total:	_____
Aluminum Sash:	Number	_____	% of total:	_____
Vinyl:	Number	_____	% of total:	_____
Fixed sash:	Number	_____	% of total:	_____
Other (describe):	Number	_____	% of total:	_____

4. Architectural Composition of the District (continued)

Front Porches

Number of buildings with front porches _____

Porch Types

Full-width independent:	Number _____	% of total: _____
Front-gabled:	Number _____	% of total: _____
Side-gabled	Number _____	% of total: _____
Hipped roof:	Number _____	% of total: _____
Shed roofed:	Number _____	% of total: _____
Full-width inset:	Number _____	% of total: _____
Partial-width independent:	Number _____	% of total: _____
Front-gabled:	Number _____	% of total: _____
Side-gabled	Number _____	% of total: _____
Hipped roof:	Number _____	% of total: _____
Shed roofed:	Number _____	% of total: _____
Partial-width inset:	Number _____	% of total: _____
Wraparound:	Number _____	% of total: _____
Stoop cover:	Number _____	% of total: _____
Front-gabled:	Number _____	% of total: _____
Shed-roofed:	Number _____	% of total: _____
Hipped roof:	Number _____	% of total: _____
Other (describe):	Number _____	% of total: _____

Posts and railings:	Number _____	% of total: _____
Wood posts and rails:	Number _____	% of total: _____
Wood posts no rails:	Number _____	% of total: _____
Metal posts and rails:	Number _____	% of total: _____
Metal posts no rails:	Number _____	% of total: _____
Other (describe):	Number _____	% of total: _____
Screened:	Number _____	% of total: _____
Glassed in:	Number _____	% of total: _____

Doorways

Number of buildings with original doors:
 Number _____ % of total: _____

Door types:

Single-leaf wood, no glazing:	Number _____	% of total: _____
Double-leaf wood, no glazing:	Number _____	% of total: _____
Single-leaf wood, with glazing:	Number _____	% of total: _____
Double-leaf wood, with glazing:	Number _____	% of total: _____
Metal, no glazing:	Number _____	% of total: _____
Metal, with glazing:	Number _____	% of total: _____

Entryway Ornamentation:

With transoms	Number _____	% of total: _____
With sidelights:	Number _____	% of total: _____

Principal type of replacement door:

4. Architectural Composition of the District (continued)

Chimneys

Buildings with chimneys:	Number	_____	% of total:	_____
Interior:	Number	_____	% of total:	_____
Exterior:	Number	_____	% of total:	_____
Brick chimneys	Number	_____	% of total:	_____
Stone chimneys	Number	_____	% of total:	_____
Other (describe):	Number	_____	% of total:	_____

Exterior Stairways:

Single-leaf wood, no glazing:	Number	_____	% of total:	_____
Double-leaf wood, no glazing:	Number	_____	% of total:	_____
Single-leaf wood, with glazing:	Number	_____	% of total:	_____
Double-leaf wood, with glazing:	Number	_____	% of total:	_____

Garage Doors:

Single-leaf wood, no glazing:	Number	_____	% of total:	_____
Double-leaf wood, no glazing:	Number	_____	% of total:	_____
Single-leaf wood, with glazing:	Number	_____	% of total:	_____
Double-leaf wood, with glazing:	Number	_____	% of total:	_____

Description of Educational/Institutional buildings within the district

Description of Parks/Public Landscapes within the district

5. ASSESSMENT OF INTEGRITY

Describe the criteria for assessing the integrity of buildings within the district

6. BUILDING LOCATIONS AND LANDSCAPE FEATURES

Describe the set-backs, locations of secondary buildings, driveway types, sidewalk locations, on-street parking configurations, tree locations, street lighting, and landscape features such as walls and fences which exemplify the district.

7. HISTORIC CONTEXT OF THE DISTRICT

Provide a narrative description of the development and settlement patterns in the district, the names and dates of subdivisions within the district, the cultural, economic, and social history of the district, and identification of persons prominent in the development of the district with a bibliography of sources consulted.

8. ARCHITECTS AND BUILDERS

Provide a list of architects and builders of contributing buildings within the district with a brief biographical sketch, and a list of the houses attributed to each person identified.

NOMINATION PREPARED BY:

Name: _____
Company Name: _____
Address: _____
Phone number: _____ FAX Number: _____
E-mail: _____

NEIGHBORHOOD ASSOCIATION REPRESENTATIVE

Neighborhood Association: _____
Name: _____
Address: _____
Phone number: _____ FAX Number: _____
E-mail: _____

FOR COMMISSION USE ONLY

On this _____ day of _____, 20__ the Historic Landmark Commission
voted ____ to ____ to:

- _____ Recommend historic area (HD) zoning for the district as presented.
- _____ Recommend changes to the nomination as follows:

- _____ Recommend disapproval of historic area (HD) zoning for the district.

Findings:

Chair
Historic Landmark Commission

Date: _____
Council Action: _____
Date of designation: _____
Ordinance Number: _____