



## Historic Designation

### SUBMITTAL CHECKLIST:

Please ensure that you have read through the items below and mark whether you have included it in your submission (Y = Yes, N = No, N/A = Not Applicable).

Y	N	N/A	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review <a href="#">Fees/Deposits - See Master Fee Schedule</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Completed Application Form</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Appropriateness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plans</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>One (1) set of plans (site plan, floor plan, elevation plan)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Written Documents</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Registered Historic/Common Name (if applicable)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Year Built</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Property: Private or Public</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Present Use</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Architectural Style</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Describe in detail, historical aspects of the site or structure as well as any other significant factors which may determine the property as a historic site/landmark (i.e., special aesthetics, cultural, architectural, or engineering factors, and any dates, events, or persons associated with the site or structure.)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Note if the site or structure has been altered in any way from its original design</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Briefly describe the present physical condition of the property including a rating of poor, fair, good, or excellent</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Complete legal description of the property</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Any documentation to support that the site meets at least one or more of the six accepted criteria (as described in the <a href="#">Historic Preservation Program</a>)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Pictures of the site (front, back, both sides, and any other defining historic characteristics that will help the governing body make a determination of historic significance and designation)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Note if the site is designated as Historic. If so, note whether it is on the State or National Register.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Copy of Grant Deed</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Evidence (report/letter) of Designation (State and/or National)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Mills Act Document(s) (if applicable)</b>