

CITY OF HOUSTON

Archaeological & Historical Commission

Planning and Development Department

HISTORIC DISTRICT DESIGNATION APPLICATION

- Complete all information. Applications that fail to submit the required information or have inadequate support after the filing deadline will be deemed to have not met the filing requirements and the application will not be processed. Applications must be made using this form.
- If you have questions or need help, please call the Planning & Development Department at 832-393-6556.

To Be Completed by Planning Staff

Date accepted as complete: ___ / ___ / ___

HPO File Number: _____

Accepted By: _____

APPLICANT INFORMATION

Name of person submitting petitions (Please print)	
Address	
City	State
Zip Code	Day Phone Fax Phone
Email	
Signature	Date

REQUESTED DESIGNATION

Create New Historic District

Expand Existing Historic District

PROPOSED HISTORIC DISTRICT NAME _____

* If requesting an expansion of an existing historic district, please provide name of existing district.

See following pages for information on required documentation.

ATTACH REQUIRED DOCUMENTATION

NEW DISTRICTS

- A) Support - Written evidence of support indicated on the petition (see attached) from the owners of at least 10% of the tracts in the proposed historic district. If a tract of land is owned by more than one person, the signature of only one owner is required.
- B) Map - Map indicating the boundaries of the proposed historic district. The boundaries shall not contain holes..
- C) Statement of Significance - A general description of the proposed historic district should be submitted explaining its historical, architectural, or cultural significance. This documentation should address one or more of the criteria contained in Section 33-224, Houston Code of Ordinances for a Historic District, which are that the area:
 - a. Possesses character, interest or value as a visible reminder of the development, heritage, and cultural and ethnic diversity of the city, state, or nation;
 - b. Is the location of a significant local, state or national event;
 - c. Is identified with a person who, or group or event that, contributed significantly to the cultural or historical development of the city, state or nation;
 - d. Exemplifies a particular architectural style or building type important to the city;
 - e. Contains the best remaining examples of an architectural style or building type in a neighborhood;
 - f. Is identified as the work of a person or group whose work has influenced the heritage of the city, state or nation;
 - g. Specific evidence exists that unique archaeological resources are present;
 - h. Has value as a significant element of community sentiment or public pride.

In addition, the majority of buildings, structures or objects in the proposed district must be over 50 years old, unless it is found that the building, structure, object, site or area is of extraordinary importance to the city, state or nation for reasons not based on age.

The description should include information such as: the origin/founding of the area; historical development; general trends in building practice; styles/influences of architecture, workmanship, materials, design; known architects/builders associated with the area; local patterns of history that the area represents; architectural, cultural or historical context; and biographical details and significant contributions of individuals associated with the area.

- D) Inventory - Electronic database of all property owners and inventory of all buildings, structures, objects, or sites within the proposed historic district with a description of each (address, date of construction, style of architecture). Please contact Planning staff to discuss the required format. Each building, structure, object, or site should be identified as a) contributing or b) noncontributing according to the following definitions:

Contributing (C) - means a building, structure, object or site that reinforces, or that has conditions, which, if reversed, would reinforce, the cultural, architectural or historical significance of the historic district in which it is located.

Noncontributing (N) - means a building, structure, object or site that does not reinforce the cultural, architectural or historical significance of the historic district in which it is located.

Planning staff can assist with the description and classification of properties.

- E) Photos - Digital images of each building, structure or object in the proposed district.
- F) Design Guidelines (Optional) - The applicant for the designation of an historic district may prepare and submit proposed design guidelines as part of the application. If the applicant does not submit proposed design guidelines, the department shall prepare design guidelines for consideration by city council within six months after the creation of the historic district. Refer to Sections 33-267 through 33-268, Houston Code of Ordinances, for a description of design guidelines requirements.

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EXPANSION OF EXISTING DISTRICTS

The owners of one or more properties located adjacent to an existing historic district boundary may petition to join the district.

- A) Support - Written evidence of support indicated on the petition (see attached) from the owners of at least 10% of the tracts in the area proposed to be added to the existing historic district. If a tract of land is owned by more than one person, the signature of only one owner is required.
- B) Map - Map indicating the boundary of the existing historic district and the proposed new boundary including the properties to be added. Neither boundary shall contain holes.
- C) Statement of Significance – *The properties proposed to be added to the existing district must be consistent with the historic pattern of development and character* A written description and explanation of the proposed boundary expansion, including justification for adding the new parcels to the existing district and how the added area supports and is consistent with the historical, architectural, or cultural significance of the entire historic district. This documentation should address how the expanded historic district (including both existing and proposed properties)) meets one or more of the criteria contained in Section 33-224, Houston Code of Ordinances for a Historic District, which are that the area:
 - a. Possesses character, interest or value as a visible reminder of the development, heritage, and cultural and ethnic diversity of the city, state, or nation;
 - b. Is the location of a significant local, state or national event;
 - c. Is identified with a person who, or group or event that, contributed significantly to the cultural or historical development of the city, state or nation;
 - d. Exemplifies a particular architectural style or building type important to the city;
 - e. Contains the best remaining examples of an architectural style or building type in a neighborhood;
 - f. Is identified as the work of a person or group whose work has influenced the heritage of the city, state or nation;
 - g. Specific evidence exists that unique archaeological resources are present;
 - h. Has value as a significant element of community sentiment or public pride.

In addition, including the new properties, the majority of buildings, structures or objects in the overall historic district (both existing and proposed properties) must be over 50 years old, unless it is found that the building, structure, object, site or area is of extraordinary importance to the city, state or nation for reasons not based on age.

- G) Inventory - Electronic database of all property owners and inventory of all buildings, structures, objects, or sites within the area proposed to be added to the existing district, with a description of each (address, date of construction, style of architecture). This inventory should be consistent with that of the original historic district in terms of content and terminology. Please contact Planning staff to discuss the required format. Each building, structure, object, or site should be identified as a) contributing or b) noncontributing according to the following definitions:

Contributing (C) - means a building, structure, object or site that reinforces, or that has conditions, which, if reversed, would reinforce, the cultural, architectural or historical significance of the historic district in which it is located.

Noncontributing (N) - means a building, structure, object or site that does not reinforce the cultural, architectural or historical significance of the historic district in which it is located.

Planning staff can assist with the description and classification of properties.

- H) Photos - Digital images of each building, structure or object in the area proposed to be added to the existing district.



Historic District Designation Petition

Property Owner Petition for Historic District Designation

I, the undersigned, declare that I (we) am (are) the legal owner(s) or authorized agent of the owner(s) of the property located in the proposed _____ Historic District and have entered a decision below in reference to the application for designation of my property within said historic district. I have read the preservation ordinance or a summary of it and understand how it will affect my property.*

Please print legibly and in black ink your name(s), property address and legal description of your property in the proposed historic district, mailing address, phone numbers, and sign your name(s) as it (they) appear on your deed. This document may be signed in counterpart by property owners within the proposed historic district.

_____ **YES**, I (we) support designation of my (our) property.

SIGNATURES

OF OWNER(S): (X) _____

(Print Name Here) _____

(X) _____

(Print Name Here) _____

Property Address: _____

Legal Description:** Lot _____ Block _____

Subdivision _____

Mailing Address: _____

Phone Number: Evening _____ Day _____

Instructions/Information:

* The Historic Preservation Ordinance is available at <http://www.houstontx.gov/codes/index.html> . For more information, please call the Planning and Development Dept at 832-393-6556 or email historicpreservation@houstontx.gov

** The legal description can be obtained from your deed, insurance statement, tax statement, city records, or property information at www.hcad.org (go to "Record Search," "Real Property Search" then search for your property under "Property Address" or "Owner Name.")