

# 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 713-837-7701.

### 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

**PROPOSED HISTORIC DISTRICT NAME** \_\_\_\_\_

### ATTACH REQUIRED DOCUMENTATION

- 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, only the signature of one owner is required.
- Map - Map indicating the boundaries of the proposed historic district. The boundaries shall not contain holes and shall not include more than 400 tracts of land, or if the proposed district falls entirely within one platted subdivision, the boundaries may include up to 500 tracts.
- 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:

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- 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.