



HISTORIC LANDMARK DESIGNATION CHECKLIST AND APPLICATION

The purpose of a Historic Landmark is to preserve and officially recognize a building, district, object, site, or structure for its outstanding architectural, archeological, cultural, social, economic, ethnic, and political history significance to Denton. These Historic Landmarks, as well as state and national landmarks can be included within Historic and Conservation Districts.

The following are outlined in Denton Development Code Section 2.9.4. and must be submitted for historic landmark designation applications to be considered complete.

GENERAL ITEMS

- Provide a copy of the City of [Denton’s Owner Authorization Form](#)
- Complete the Historic Landmark Designation Application (below)
- Complete the Owner’s Statement* (below)
- Associated Fee(s):** as listed on the [Development Review Fee Schedule.](#)
- I/We the undersigned, owner(s) of, or party(s) with financial interest in, all property herein described, do hereby file this, my/our petition, asking that the said property be designated as a historic landmark under the provisions of Ordinance #80-30 of the Code of Ordinances of the City of Denton, Texas.
- I/We authorize the City of Denton to place a sign or signs on the above property for public notification of the proposed notification of the proposed historic designation.

Signature

Date

Print Name

Address

City/State/Zip



Phone

Email

*Additional Owners may be listed on a separate piece(s) of paper.

Historic Landmark Designation Application

Attach Photo of Property (Front Facade of Property)

Site Address

Present Use

Current Zoning



Legal Boundary (Lot and Block or Metes and Bounds – Attach Exhibit A if necessary)

1 REQUIRED EXHIBITS

- 1.1 Exhibit “A”: Proposed Historic Landmark’s Legal Description
- 1.2 Exhibit “B”: Chain of Title of Site and/or Enterprise
- 1.3 List the ownership title from present to original owner. Attach copies of each instrument where possible.
 - a. Name of Owner
 - b. Type of Instrument Date (Warranty Deed)
 - c. Vol/Page Number
 - d. Book-Deed Records/Real Property Records

2 EXHIBIT “C”: ADDITIONS TO ORIGINAL BUILDING

- 2.1 List chronologically and with as much detail as possible the following information for each addition:
 - a. Date the structure was built
 - b. Contractor name
 - c. Description/Nature of Work for all improvements. Include any significant remodeling with attention to exterior changes.
 - d. Cost of improvements
 - e. Type of Legal Instrument (Vol/Page)
 - f. Attach copies of all building permits, mechanic’s liens and deeds of trust.

3 EXHIBIT “D”: SURVEYS

- 3.1 Attach subdivision map or Old Town Plat; attach copies of old surveys, an old on-the- ground survey, or a current on-the-ground survey locating all improvements, easements, access to public roads, public improvements, encroachments and protrusions.

4 EXHIBIT “E”: EXTERIOR PHOTOGRAPHS

- 4.1 Attach four (4) photographs of the site, one from each direction (North, South, East, and West).

5 EXHIBIT “F”: HISTORIC LANDMARK APPROVAL CRITERIA

- 5.1 The petitioner will be responsible for furnishing data to the Historic Landmark Commission for substantiating that the property meets one or more of the following thirteen (13) approval criteria for Historic Landmark designation. Specify which of the criteria are being met and provide supporting documentation for each.
 - a. Character, interest, or value as part of the development, heritage, or cultural characteristics of the city, state or the United States;
 - b. Recognition as a recorded state historic landmark, a national historic landmark, or entered into the National Register of Historic Places;
 - c. Reflects a distinguishing characteristic of an architectural type or specimen;



- d. Identification as the work of an architect or master builder whose individual work has influenced the development of the city;
- e. Reflects elements of architectural design, detail, material, or craftsmanship which represent a significant architectural innovation;
- f. Relationship to other distinctive buildings, sites, or areas which are eligible for preservation according to a plan based on architectural, historic, or cultural motif;
- g. Portrayal of the environment of a group of people in an area of history characterized by a distinctive architectural style;
- h. Archeological value in that it has produced or can be expected to produce data affecting theories of historic or prehistoric interest;
- i. Exemplification of the cultural, economic, social, ethnic, or historical heritage of the city, state, or the United States;
- j. Location as the site of a significant historic event;
- k. Identification with a person who significantly contributed to the culture and development of the city, state or the United States;
- l. A building or structure that, because of its location, has become of value to a neighborhood, community area, or the city; or
- m. Value as an aspect of community sentiment or public pride.

6 OPTIONAL INFORMATION

- 6.1 Interior Photographs of interior architectural details that add to the character of the property may be attached.