



HISTORIC AND CONSERVATION DISTRICT DESIGNATION CHECKLIST AND APPLICATION

Historic and Conservation Districts are geographically defined areas possessing significant concentration, linkage, or continuity of buildings, structures, sites, areas, or land which are united by architectural, historical, archeological, or cultural importance or significance for preservation purposes. It is important to note that any district in the City of Denton that is listed on the National Register of Historic Places is presumed to be qualified for designation as a historic or conservation district or included as part of a larger Historic or Conservation District.

The following are outlined in Denton Development Code Section 2.9.3. and must be submitted for Historic District and/or Conservation District designation applications to be considered complete.

- [Denton Development Application](#)
- A map showing the boundaries of the proposed district and the location of each contributing resource identified by a number or letter designation
- Legal Description: Provide in **Word** format a metes and bounds description of the proposed district boundaries prepared and sealed by a registered land surveyor.
- Notation of state and national landmarks
- A list of specific buildings, structures, sites, areas, or lands of importance considered contributing to the district and a description of the particular importance or value of each such building, structure, site, area, or land
- Any District must meet two of the following criteria shown below. Please provide a narrative addressing which criteria have been met and how.
- Include buildings, structures, or sites that have common character defining features and be of common form.
- Include buildings, structures, or sites which are similar in size, massing, and scale.
- Have a common streetscape or have similar spatial relationships or contain common visual qualities such as vegetation, vistas, orientation, set back, spacing, site coverage, exterior features, or materials.
- Contains properties and an environmental setting that meets two or more of the criteria for designation of a landmark (see DDC 2.9.4).
- Sufficient photographs of each building, structure, site, area, or land of importance or value, showing the condition, color, size, and architectural detail of each, and where possible:
 - Date of Construction
 - Builder or Architect
 - Chain of Uses and Ownership
 - Architectural Style
 - Materials
 - Construction Technique
 - Recognition by State or National Government as Architecturally or Historically significant, if so designated



- List of property owner names and addresses that are in the proposed district (see **Page 3**). Property ownership shall be verified using the last certified tax rolls of the appropriate county tax assessor collector for the proposed area.
- A petition with signatures of more than 50 percent* of the owners of the property within the proposed district who collectively own more than 50 percent of the land area within the proposed district (see **Page 3**).
- Calculating the support of 50 percent + of the property owners:
 - Each property as listed on the tax rolls shall be counted individually.
 - Properties owned by governmental entities shall not be counted, although their written preference may be submitted to any board, commission, or to City Council for their consideration.
 - For properties owned by more than one party, only one property owner need submit written support in order for the HPO to count the property in the calculation.
 - ONLY FOR HISTORIC DISTRICTS: A list of construction dates for buildings located in the proposed historic boundaries. For designation as a historic district, a minimum of 51 percent of buildings, structures, or sites in the proposed district must be 50 years of age or be of historical significance.
- Associated Fee(s)**: as listed on the [Development Review Fee Schedule](#).

PROPERTY OWNERSHIP AND SIGNATURE PETITION FOR PROPOSED DISTRICT

Property Owner Name(s)	Address	Lot Size (Square Feet or Acres)	Signature(s)