



# HISTORIC DESIGNATION INFORMATION PACKET AND NOMINATION APPLICATION

## HISTORIC AND CULTURAL LANDMARKS COMMISSION

PLANNING AND DEVELOPMENT DEPARTMENT  
200 TEXAS STREET  
FORT WORTH, TEXAS 76102

817-392-8574  
817-392-8016 (Fax)

Thank you for your interest in preserving the historic resources of the City of Fort Worth. We hope this information packet will make this application process as easy as possible for you.

### **When do I apply?**

Historic Designation applications are due in the Planning and Development Department the third (3<sup>rd</sup>) Monday before the next scheduled Historic & Cultural Landmarks Commission (HCLC) public hearing. The HCLC meets the second (2<sup>nd</sup>) Monday of each month at 2:00PM in Council Chambers located on the second (2<sup>nd</sup>) floor of City Hall at 1000 Throckmorton. (A schedule of meetings and deadlines can be found on the last page of this information packet)

### **What is an overlay district and how do I qualify?**

#### **City Zoning Ordinance-Chapter 4, Article 5: Historic Preservation Overlay Districts**

"Designation of a structure, site or area by the City Council as "HSE", "HC", or "DD" is intended as a zoning overlay which supplements the primary underlying zoning district classification. The permitted uses of the property shall be determined and controlled by the use regulations set forth for the primary zoning district classification for the property."

#### **Criteria for Designation:**

The criteria determining whether sites or structures qualify for designation, sites or districts seeking designation should meet at least 3 of the following criteria:

1. Is distinctive in character, interest or value; strongly exemplifies the cultural, economic, social, ethnic or historical heritage of the City of Fort Worth, State of Texas or the United States
2. Is an important example of a particular architectural type or specimen in the City of Fort Worth
3. Has been identified as the work of an important architect or master builder whose individual work has contributed to the development of the City of Fort Worth
4. Embodies elements of architectural design, detail, materials or craftsmanship which represent a significant architectural innovation, including, but not limited to:
5. Bears an important and significant relationship to other distinctive structures, sites or areas, either as an important collection of properties of architectural style or craftsmanship with few intrusions, or by contributing to the overall character of the area according to a plan based on architectural, historic or cultural motif
6. Possesses significant archeological value, which has produced or is likely to produce data affecting theories of historic or prehistoric interest
7. Is the site of a significant historic event
8. Is identified with a person or persons who significantly contributed to the culture and development of the City of Fort Worth, State of Texas or the United States
9. Represents a resource, whether natural or man-made, which greatly contributes to the character or image of a defined neighborhood or community area
10. Is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places

### **What is the procedure for being nominated?**

Property may be nominated for designation as Highly Significant Endangered (HSE), Historic and Cultural Landmark (HC), or Demolition Delay (DD) by the City Manager, City Council, Historic and Cultural Landmarks Commission, the owner or the owners authorized representative. Nominations shall be submitted to the Historic Preservation Officer. Nomination by the City Council or the Historical and Cultural Landmarks Commission shall be in the form of a resolution requesting that the Historic Preservation Officer submit the nomination to the Historical and Cultural Landmarks Commission. Nomination by the City Manager or the owner shall be by completion of a nomination form promulgated by the Planning and Development Department. No nomination fee shall be charged. A nomination for designation of an area as a Historic and Cultural Landmarks District submitted by the property owners must be signed by the owners of at least 50 percent of the property and 50 percent of the individual tracts, parcels or lots to be located within the boundaries of the proposed district (see District Designation form).

### **What types of overlay districts are there and how are they different?**

**Highly Significant Endangered (HSE)** - A site or structure may be designated as Highly Significant Endangered if it satisfies the following qualifications:

1. It meets five or more of the above Criteria; or
  2. It is determined by the City Council to be threatened by deterioration, damage or irretrievable, irreplaceable loss due to neglect, disuse, disrepair, instability, lack of financial resources and/or impending demolition.
- The nomination for designation shall describe how the structure meets the pertinent Criteria, the existing and proposed use of the structure, any planned stabilization and/or rehabilitation by the property owner, and the nature and degree of endangerment to the structure.
  - A structure designated HSE shall be deemed to be a historically significant site in need of tax relief to encourage its preservation. It can qualify for a 10-15 year exemption on the assessed value of improvements and freeze on the assessed value of the land for the purposed of City taxes.
  - Exterior changes must be approved by the Landmarks Commission through the attainment of a Certificate of Appropriateness for the proposed work.
  - When application is made for the designation, the owner shall submit with the application a set of proposed design guidelines following the principles set forth in the Secretary of the Interior's Standards for Rehabilitation. The applicants shall prepare the guidelines with the assistance of the Historic Preservation Officer. Please call (817) 392-8012 for more information about establishing design guidelines for your property.

**Historic and Cultural Landmark (HC)** - An individual structure or site may be designated as a Historic and Cultural Landmark if it meets three or more of the Criteria:

- Additions and any exterior changes must be approved by the Landmarks Commission through the attainment of a Certificate of Appropriateness for the proposed work.
- Can qualify for 10 year freeze on the assessed value of the land and improvements for the purposed of City portion of ad valorem taxes.
- When application is made for the designation, the owner shall submit with the application a set of proposed design guidelines following the principles set forth in the Secretary of the Interior's Standards for Rehabilitation. The applicants shall prepare the guidelines with the assistance of the Historic Preservation Officer. Please call (817) 392-8574 for more information about establishing design guidelines for your property.

**Demolition Delay (DD)** - A structure may be designated Demolition Delay if it satisfies one or more of the following qualifications:

1. It meets 2 or more of the above criteria
  2. Is designated as a Recorded Texas Historic Landmark
  3. Is designated as a Texas State Archeological Landmark
  4. Is designated as an American Civil Engineering Landmark
  5. Is listed on the National Register of Historic Places
- Owners of structures designated Demolition Delay who have filed an application for a Certificate of Appropriateness for demolition are subject to a delay in issuance of the permit of up to 180 days.

### **How will I know when the nomination will be heard?**

Upon receipt of a nomination, the Historic Preservation Officer or designee shall prepare a notice of nomination, which shall be mailed to the owner or owners of the property by certified mail, return receipt requested, at least ten (10) days prior to the Historical and Cultural Landmarks Commission hearing. The notice shall include the following:

1. Description of structure or site proposed for nomination
2. Proposed category of protection and criteria on which the nomination is based
3. Description of the benefits, restrictions, and other terms of the proposed designation, including without limitation tax incentives and restrictions on demolition and rehabilitation
4. Time, place, and date of the public hearing by the Historical and Cultural Landmarks Commission
5. Statement of the stay of actions
6. Form on which the owner may explain the reasons why the nomination should be approved or denied.

### **What is permitted and not permitted on my property after a nomination is filed?**

#### **Stay of Actions After Nomination:**

1. Interim Controls. The Commission finds that immediate temporary controls prohibiting alteration, demolition, or relocation of properties for which a notice of nomination as HSE, HC, or HC Landmark District has been mailed, and prohibiting demolition or relocation of structures for which a notice of nomination as DD has been mailed are required.
2. HSE/HC/HC Landmarks District. All permits for construction, repairs, alterations, additions, stabilization, restoration, rehabilitation, demolition, or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness requirements contained in Section 4.507 for a period of 135 days or until the proposed designation is denied whichever occurs first. If the proposed designation is approved, the property shall be subject to all Certificate of Appropriateness requirements applicable to such designation. Permits obtained for property before notices of nomination are mailed shall not be subject to interim controls or the Certificate of Appropriateness requirements.
3. Demolition Delay. After mailing notice of nomination, all permits for demolition or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness for a period of 135 days or until the proposed designation is denied, whichever occurs first. In the event that the proposed designation is approved, the property shall be subject to all Certificate of Appropriateness requirements applicable to Demolition Delay properties. Permits requested before the notice of nomination is mailed are not subject to the interim controls or the Certificate of Appropriateness requirements.

**How does the process work?**

**Step 1: Application guidelines**

Upon submission of the completed application, it will be placed on the next scheduled Landmarks Commission meeting as a public hearing action item. Incomplete applications will not be accepted or forwarded to the Landmarks Commission for action.

**Step 2: Historic and Cultural Landmarks Commission Hearing**

The hearing shall be heard within 45 days after the application is filed, or as soon thereafter as is reasonably practicable. The Historic and Cultural Landmarks Commission may delay the hearing for a reasonable time if the Commission finds that all parties who have an interest in the structure or property are not present or that additional information is needed by the Historic and Cultural Landmarks commission in order to evaluate such application. At the Historic and Cultural Landmarks Commission’s public hearing, the owner or owners, interested parties, local preservation groups and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, cultural, architectural or archeological importance of the structures or property.

**Step 3: Zoning Commission**

Upon recommendation of the HCLC, the proposed designation shall be submitted to the Zoning Commission. The Zoning Commission shall give notice and conduct its public hearing on the proposed designation within 45 days of the receipt of such recommendation from the HCLC, or as soon thereafter as is reasonably practicable.

**Step 4: City Council Hearing**

The City Council shall give notice and conduct its hearing on the HCLC’s recommendation concerning the proposed designation within 45 days of receipt of the recommendation of the Zoning Commission, or as soon thereafter as is reasonably practicable.

**Historic and Cultural Landmarks Commission meeting dates and application deadlines:**

<i><b>2017 HCLC Meeting Dates</b></i>	<i><b>Application Deadline</b></i>
January 9.....	December 19
February 13 .....	January 17
March 13.....	February 20
April 10.....	March 20
May 8.....	April 17
June 12 .....	May 15
July 10 .....	June 19
August 14 .....	July 17
September 11 .....	August 21
October 9.....	September 18
November 13 .....	October 16
December 11 .....	November 20



# HISTORIC NOMINATION / DESIGNATION APPLICATION

## HISTORIC & CULTURAL LANDMARKS COMMISSION

CITY OF FORT WORTH, TX 76102 200 TEXAS STREET (817) 392-8574 / Fax: (817) 392-8016

### HISTORIC PROPERTY

Historic or Common Name (if any): \_\_\_\_\_

Street & Number: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

### PROPERTY OWNER / AGENT

Owner's Name: \_\_\_\_\_

Street & Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Agent (if any): \_\_\_\_\_

Street & Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

### LEGAL DESCRIPTION OF PROPERTY

Property is not subdivided according to the County Deed Records

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It is shown as Tract \_\_\_\_\_ of the \_\_\_\_\_ Survey, City Tax Records.

A metes and bounds description and a sketch map locating property so described are attached.

Property is subdivided as below described:

Subdivision name: \_\_\_\_\_

Block \_\_\_\_\_, Lot(s) \_\_\_\_\_; Block \_\_\_\_\_, Lot(s) \_\_\_\_\_;

Block \_\_\_\_\_, Lot(s) \_\_\_\_\_; Block \_\_\_\_\_, Lot(s) \_\_\_\_\_;

Total land area contained herein, not counting streets or alleys, is \_\_\_\_\_ acres/sq. ft.

Current zoning of this property: \_\_\_\_\_

Current use of this property:

Single Family Dwelling

Apartments

Duplex

Commercial

Industrial

Other: \_\_\_\_\_

### ARCHITECTURAL STYLE

Architectural Style: \_\_\_\_\_

Foundation: \_\_\_\_\_

Roof: \_\_\_\_\_

Windows: \_\_\_\_\_

Walls: \_\_\_\_\_

Porch: \_\_\_\_\_

Other: \_\_\_\_\_

Please attach photographs of the front, sides, and rear of the building, and photographs of any outbuildings.

## NOMINATION

For designation as Historic and Cultural Landmark, the property must meet 3 of 10 Criteria for Designation. For Demolition Delay, it must meet 2 out of the 10 Criteria.

For designation as Highly Significant endangered, the property must meet 5 of 10 Criteria for Designation and be deemed endangered. Endangered means threatened by deterioration, damage or irretrievable, irreplaceable loss due to neglect, disuse, disrepair, instability, lack of financial resources and/or impending demolition. If you seek Highly Significant designation, explain why you consider the building to be endangered on a separate sheet of paper.

I nominate the property for designation as:

Highly Significant Endangered       Historic and Cultural Landmark       Demolition Delay

## CRITERIA FOR DESIGNATION

- 1) Is distinctive in character, interest or value; strongly exemplifies the cultural, economic, social, ethnic or historical heritage of the City of Fort Worth, State of Texas or the United States
- 2) Is an important example of a particular architectural type or specimen in the City of Fort Worth
- 3) Has been identified as the work of an important architect or master builder whose individual work has contributed to the development of the City of Fort Worth
- 4) Embodies elements of architectural design, detail, materials or craftsmanship which represent a significant architectural innovation, including, but not limited to:
- 5) Bears an important and significant relationship to other distinctive structures, sites or areas, either as an important collection of properties of architectural style or craftsmanship with few intrusions, or by contributing to the overall character of the area according to a plan based on architectural, historic or cultural motif
- 6) Possesses significant archeological value, which has produced or is likely to produce data affecting theories of historic or prehistoric interest
- 7) Is the site of a significant historic event
- 8) Is identified with a person or persons who significantly contributed to the culture and development of the City of Fort Worth, State of Texas or the United States
- 9) Represents a resource, whether natural or man-made, which greatly contributes to the character or image of a defined neighborhood or community area
- 10) Is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places

**On a separate paper, please discuss how the property meets each selected Criterion. Each Criterion must be addressed individually.**

## CHANGE IN STATUS

On a separate piece of paper, please discuss applicable changes to the structure for reclassification from HC/non-contributing to HC/contributing.

## ZONING CHANGE APPLICATION

Please fill out and sign the attached application to the Zoning Commission. It will be filed by the Planning and Development Department upon approval of the nomination by the HCLC.

### ADDITIONAL DOCUMENTATION INCLUDED:

- Maps                       Site Plan                       Photographs  
 Other: \_\_\_\_\_

### ACKNOWLEDGMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal at the Historic and Cultural Landmarks Commission, Zoning Commission and City Council hearings. I further certify that I have read and understand the following information concerning the procedure for consideration of my zoning request.

I understand that the application for historic zoning will first be submitted to the Historic and Cultural Landmarks Commission and that the case will not be submitted to the Zoning Commission for consideration unless the Historic and Cultural Landmarks Commission recommends approval of the designation.

I understand that if the Zoning Commission recommends approval of the designation, the recommendation will be submitted to the City Council for final determination. If the Zoning Commission recommends denial, I understand that I may appeal the recommendation of denial to the City Council by submitting a letter of appeal to the Executive Secretary of the Zoning Commission within 12 days after the Commission's action. I understand that if I do not submit a timely letter of appeal from the Zoning Commission's recommendation of denial, the City Council must deny my request.

I understand that if I am not present or represented at the public hearings, the Historic and Cultural Landmarks Commission and/or the Zoning Commission may dismiss the request, which constitutes a recommendation of denial. I further understand that if I am not present or represented at the City Council hearing, the City Council may deny the request.

I reserve the right to withdraw this proposal at any time prior to 14 days after the scheduled filing deadline for the Zoning Commission hearing, by filing a written request with the Executive Secretary of the Zoning Commission. I understand that such withdrawal shall immediately stop all proceedings thereon; provided, however, withdrawal filed at any time after 14 days following the Zoning Commission deadline shall constitute a denial by the Zoning Commission and the City Council.

I authorize the City of Fort Worth to install one or more signs on the property. The sign(s) will indicate that a zoning amendment is proposed and that further information can be acquired by telephoning the number indicated.

Owner / Agent  
City Official \_\_\_\_\_ Date \_\_\_\_\_

STAFF WILL COMPLETE FROM HERE DOWN

**CERTIFICATION**

Date application submitted: \_\_\_\_\_

As the Historic Preservation Officer for the City of Fort Worth, I certify that the nomination for historic designation  meets/  does not meet the Criteria for Designation as set forth in Chapter 4, Article 5 of the Comprehensive Zoning Ordinance.

I recommend that this property be approved for designation as:

- Historic and Cultural Landmark
- Highly Significant Endangered
- Demolition Delay
- Designation not recommended

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date

**RECOMMENDATIONS**

**Recommendation by Historic and Cultural Landmarks Commission:**

Date of Public Hearing: \_\_\_\_\_      \_\_\_ Approval      \_\_\_ Denial

Decision is as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Recommendation by Zoning Commission:**

Date of Public Hearing \_\_\_\_\_      \_\_\_ Approval      \_\_\_ Denial

**Decision by Fort Worth City Council:**

Date of Public Hearing \_\_\_\_\_      \_\_\_ Approval      \_\_\_ Denial