



NOMINATION APPLICATION & INSTRUCTIONS



City of Austin
Founded by Congress, Republic of Texas, 1839
Historic Preservation Office
Planning and Development Review Department
One Texas Center, 505 Barton Springs Road
P.O. Box 1088, Austin, Texas 78767

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Nomination Application	



LOCAL HISTORIC DISTRICT

THE NOMINATION PROCESS & CHECKLIST

1. Submit the completed nomination form with all required supporting documentation to the City Historic Preservation Office, 505 Barton Springs Road. The City Historic Preservation Office will review the nomination and notify the applicant within 28 days if additional information is necessary to complete the nomination. The applicant will then have 45 days to submit the missing information for the nomination. When the City Historic Preservation Office notifies the applicant that the nomination is complete, present the nomination to the City Intake Office along with the required fees (\$193 notification fee, payable to the City of Austin). The City Intake Office will not accept a nomination for a local historic district without certification by the City Historic Preservation Office that the nomination is complete and ready for filing.
2. Complete nominations are reviewed by the Historic Landmark Commission, the appropriate land use commission (Planning or Zoning and Platting) and City Council. Each commission makes a recommendation to City Council to approve or deny designation of a local historic district. Commission and Council meetings are public hearings; property owners and other interested parties have this opportunity to provide comments regarding designation of the historic district. All property owners and registered neighborhood associations within the proposed historic district will be mailed notice of public hearings relating to designation of the district at least 10 days prior to the hearing date.
3. Designation of the district occurs only after approval by City Council. Upon approval of the district, all properties within the district will have the zoning suffix (HD) applied to the base zoning classification (i.e, SF-3-HD).
4. Following designation, the Historic Landmark Commission will review demolition, relocation, and building permit applications for exterior or site modifications to contributing buildings and all new construction within the district in accordance with the District Preservation Plan containing Design Standards adopted for the district by the City Council.

MAPS

- ☐ Tax Parcel maps
- ☐ Map showing district boundaries, original subdivision boundaries, contributing and non-contributing buildings, and a map key number tied to the building inventory.

SURVEY AND INVENTORY

- ☐ Survey form for every building within the district, including photographs, building histories, legal description, current owner name and address, and tax parcel identification number.
- ☐ Table listing every property, property owner, legal description, tax parcel identification number, determination of contributing or non-contributing status, property owner support for the creation of the district.

☐ NARRATIVE HISTORY OF THE DISTRICT

☐ DISTRICT PRESERVATION PLAN

- ☐ Design standards for new construction
- ☐ Provisions to preserve the historic character of the district, including modifications to set-back requirements.

☐ FEES

\$165 notification fee



LOCAL HISTORIC DISTRICT

DEFINITIONS

LOCAL HISTORIC DISTRICT: A local historic district is a geographically- or thematically-defined area, possessing a significant concentration of buildings united by their history and/or architecture. At least 51% of the principal buildings within a district must contribute to its historic character, and the owners of at least 51% of the property within the district must consent to its establishment. A local historic district should reflect the boundaries of original subdivisions of the area. In no case may a local historic district be smaller than one block-face.

Local historic districts are zoning overlays, setting forth special regulations for historic areas of the city in a district preservation plan. The district preservation plan is a required part of the nomination of a local historic district, and contains design standards specific to the district, which will be applied by the Historic Landmark Commission in reviewing new construction as well as additions to existing buildings.

The Historic Landmark Commission will review applications for demolition and relocation permits on properties determined to be contributing to the local historic district, and will approve or deny a Certificate of Appropriateness regarding the removal or demolition of a contributing building. The Commission will review applications for building permits on contributing properties and new construction, and will approve a Certificate of Appropriateness for proposals which comply with the District Design Standards contained in the District Preservation Plan. Denial of Certificates of Appropriateness may be appealed to the appropriate land use commission (Planning or Zoning and Platting), then to City Council.

CONTRIBUTING:

A contributing property is one which

- (a) Is at least 50 years old, and
- (b) Was built during the period of significance of the district, and
- (c) Retains sufficient integrity of materials and design to convey its historic appearance.

NON-CONTRIBUTING:

A non-contributing property is one which

- (a) Is less than 50 years old, or
- (b) Has had architectural modifications to the extent that it has lost its historic appearance.

Evaluations of which buildings are contributing to the historic district must be prepared by a historic preservation professional.

PRESERVATION PROFESSIONAL:

An evaluation under this subsection must be made by a person who meets the Secretary of the Interior's professional standards for expertise in "history" or "architectural history" as described in Code of Federal Regulations Title 36, Chapter I, Part 61 (Procedures for State, Tribal, and Local Government Historic Preservation Programs).

PRINCIPAL BUILDING:

The principal building on a property is the house, store, or other building facing the street. Secondary buildings include garage apartments, detached garages, greenhouses, sheds, and other outbuildings.



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STEP-BY-STEP INSTRUCTIONS FOR THE NOMINATION APPLICATION

The following item numbers correspond to item numbers on the application form. This guide gives a brief description of the information required for each item.

1. NAME OF DISTRICT

Choose a name that reflects the history of the district, from the subdivision or streets which compose the district. The City Historic Preservation Office can assist in naming a historic district.

2. GEOGRAPHICAL DESCRIPTION

Provide a general geographical description of the district boundaries. **Example:** "From the northeast corner of 8th and Nueces, east along 8th Street to Guadalupe, south along Guadalupe Street to 6th Street, west along 6th Street to Nueces Street, and north along Nueces to 8th Street." State the acreage of the district.

Defining the boundaries of the district: Start with the original subdivision, and see if it qualifies for designation. Look at adjacent subdivisions to determine the historic pattern of development in the area. Modify the boundaries of the district to exclude portions of the original subdivision or add adjacent subdivisions if there is sufficient unity of architecture and history to justify establishment of the district as a single entity with design standards based upon the architectural features which define the historic character of the district. Provide a brief explanation of the reason any part of the original subdivision was excluded from the historic district in Section 9 (Historical Narrative) of the nomination. In no case can a district be smaller than one block-face.

3. PROPERTIES WITHIN THE DISTRICT

Fill in this information after completing the survey and inventory of all the buildings within the proposed district. Determine the total number of buildings within the district, the number and percentage of those buildings which contribute to the historic character of the district (at least 51% must be contributing), and the number and percentage of the contributing buildings which are residential, commercial, educational/institutional and parks/public landscapes to give a general idea of the makeup of the district. Tally the number of non-contributing buildings by building type. Provide a summary statement of the reasons buildings were determined to be non-contributing (age or architectural modifications).

4. PRINCIPAL ARCHITECTURAL STYLES AND PERIODS OF CONSTRUCTION

Describe the architectural styles which characterize the contributing residential and commercial buildings in the district, and the periods of construction of those styles within the district.

Example: Travis Heights contains a notable number of Tudor Revival and Spanish Colonial Revival houses built from the 1910s through the 1940s, 1920s Craftsman bungalows, and 1930s vernacular cottages. Note the location of particularly good examples of the style.

Architectural style guidebooks are available at the Austin Public Library, and include A Field Guide to American Houses by Virginia and Lee McAlester (New York: Alfred A. Knopf, 1990), Identifying American Architecture by John J.-G. Blumenthal (Nashville: American Association for State and Local History, 1981), A Field Guide to American Architecture by Carole Rifkind (New York: New American Library, 1980), American Vernacular Design by Herbert Gottfried and Jan Jennings (Ames: Iowa State University Press, 1988), among others.



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5. PERIODS OF SIGNIFICANCE

Describe the periods of significance in the development of the district. Begin with the earliest development within the district and describe the periods of greatest construction activity within the district. **Example:** The earliest subdivision within the district was platted in 1897, a few houses were built before World War I, and then the land was divided into smaller lots and there was a great deal of house construction from 1921 to 1928. The majority of the houses within the district were built during before 1928, with only sporadic building thereafter. The period of significance for this district would be 1897-1928. There were two houses built in the district in 1953. To be contributing to the district, a house must have been built during the period of significance – the 1953 houses would not be contributing to the district because they were not built during the period of significance.

6. ARCHITECTURAL COMPOSITION OF THE DISTRICT

Fill in this information with data collected from the survey and inventory of the district and after a determination of which buildings contribute to the historic character of the district. Describe the architectural features of the contributing residential and commercial buildings to provide the information necessary to develop design standards for the district.

7. ASSESSMENT OF INTEGRITY

Describe the criteria used to evaluate the integrity of materials and design for all buildings within the district. Many buildings have been modified with additions, new siding, new windows, enclosure of porches and garages, etc., which may or may not be sympathetic to the historic appearance of the building. Describe which modifications to buildings within the district distinguish a contributing building from a non-contributing building. The evaluation of architectural integrity and the determination of which buildings are contributing and non-contributing to the historic district should be made by a person meeting the Secretary of the Interior's Professional Qualifications for a Historian or Architectural Historian with sufficient expertise in historic preservation to evaluate buildings within historic districts. All determinations of which buildings are contributing or non-contributing to the district are subject to review by the Historic Preservation Office and the Historic Landmark Commission.

8. BUILDING LOCATIONS AND LANDSCAPE FEATURES

Describe the locations of buildings within the district; specifically, their setback from the street, presence of driveways, outbuildings such as garage apartments, detached garages, etc., fences, walls, street lighting, sidewalks, and other landscape features for use in adopting setback and design standards for new construction within the district.

9. HISTORIC CONTEXT OF THE DISTRICT

In a concisely written narrative, relate the history of the district, from first development to the present. Identify the subdivisions within the district, the date they were platted, and the patterns and dates of settlement within the district. Reference the building histories compiled for the survey, including occupancy histories, Sanborn maps, and other resources evidencing the architectural and social history of the district. The narrative must be detailed enough to establish the historical and architectural significance of the district, with references to individuals prominent in its development

Provide an explanation of the district boundaries, noting the subdivisions included in the district, and an explanation for the exclusion of any areas of the original subdivisions in delineating the boundaries of the district.

10. ARCHITECTS AND BUILDERS

Identify all known architects and builders active in constructing the buildings within the district, and list the buildings associated with each architect or builder. Note significant concentrations of work by architects and builders in the district in the historic context narrative (Section 9, above).



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APPENDICES

(See Research and Survey Guide in the pages following the nomination form for help in completing the appendices)

- A. DISTRICT MAPS
- B. HISTORY OF THE DISTRICT
- C. INVENTORY OF PROPERTIES
- D. SURVEY SHEETS AND PHOTOGRAPHS
- E. BUILDING HISTORIES
- F. CHARACTER DEFINING FEATURES AND ARCHITECTURAL INTEGRITY
- G. DISTRICT PRESERVATION PLAN
- H. DEMONSTRATION OF OWNER SUPPORT

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RESEARCH AND SURVEY GUIDE

These items are arranged in the order of the Appendices to be attached to the Local Historic District application form. This guide gives a description of the information and sources for locating the required information.

Appendix A DISTRICT MAPS

SUBDIVISION MAPS

Begin thinking about the boundaries of the proposed local historic district as the same as the original subdivision of the area. Obtain the plat map for the subdivision at the Austin History Center (9th and Guadalupe) or the Travis County Clerk's Office (5501 Airport Boulevard). Compare the map to current conditions to see if the original subdivision boundaries would qualify as a local historic district.

TAX MAPS

Obtain tax maps from the City Map Sales Office (505 Barton Springs Road) or the Travis Central Appraisal District (8314 Cross Park Drive) showing ALL of the properties within the proposed historic district. The tax maps are the basis for providing the required notification to property owners.

SANBORN FIRE INSURANCE MAPS

Obtain the Sanborn Fire Insurance maps showing the district. The Sanborn Fire Insurance Map Company produced maps of Austin in 1885, 1889, 1894, 1900, 1922, 1935, and 1959-1962. The Austin History Center (9th and Guadalupe) and the Barker Center for the Study of American History (UT) have the Sanborn maps on microfilm. You can also access the Sanborn maps on the Internet at <http://sanborn.umi.com/> click on "Browse maps."

Sanborn maps help document the development of the district. The maps show the footprint of each building standing when the map was drawn and the density of settlement as the area developed. The 1922 map of Eva Street between Elizabeth and Monroe in South Austin shows three houses on the west side of the street and no houses on the east side. The 1935 map shows three houses on the east side of Eva between Elizabeth and Monroe that were therefore built between 1922 and 1935. The maps show whether a building is one or two stories, wood-frame or masonry, a dwelling or a store, and the location of outbuildings on the property. The maps also show the configuration of the buildings, helping to date additions, or if an earlier house was demolished to construct the current house. Only the central part of Austin was covered by the maps prior to 1900; the 1922 map only shows some outlying residential sections. The first truly comprehensive Sanborn map was produced in 1935.

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Appendix B. HISTORY OF THE DISTRICT

By definition, a local historic district protects, enhances, and preserves “areas that include structures or sites that are of architectural, historical, archaeological, or cultural significance.” Researching the development, social, and architectural history of the district establishes its significance and historic context. The questions your research should focus on answering are:

- When was the area first developed?
- What are the names of the subdivisions in the area? When, and by whom were they platted? What are the neighboring subdivisions, and how do they relate in history and architecture to your subdivision?
- According to the Sanborn maps and/or City building permits (only for construction after 1937), when and where were the first buildings constructed in the subdivision? When did the greatest period(s) of growth occur in the district? What buildings reflect that growth?
- According to City directory and/or deed research, who were the residents of the district? Did the social, ethnic, racial, or economic character of the district change over time? How does the architecture of the district reflect the history of the district?

In a concisely-written narrative, relate the history of the district, from the time it was first developed to the present. The narrative must be detailed enough to establish the historical and architectural significance of the district, with references to individuals prominent in its development.

Identify the subdivisions within the district, the date they were platted, and the patterns and dates of settlement within the district. Include the plat book references for each subdivision within the district. Reference the building histories (see No. 7 below), Sanborn maps, and other resources evidencing the architectural and social history of the district. Provide an explanation of the district boundaries, noting the subdivisions included in the district, and an explanation for the exclusion of any areas of the original subdivisions in delineating the boundaries of the district.

Detail the social history of the district, with references to the architecture which represents certain periods of development and settlement. Collect information from city directories, newspapers, oral histories, and other publications at the Austin History Center or other research facilities. **Example:** Rainey Street was originally a neighborhood of European and Anglo craftsmen and skilled laborers; the earliest houses on the street are relatively large, indicating the prosperity of the area in its first phase of development. Several bungalows and smaller cottages were built in the 1920s and 1930s, when the neighborhood underwent a change from majority owner-occupants to majority renters. Hispanic families began moving into the area after World War II; the neighborhood became predominantly Hispanic by 1960. In the period following World War II, a majority of the Hispanic families on the street rented their houses. After 1960, the majority of the Hispanic families owned their homes.

Identify all known architects and builders active in the construction of buildings within the district, with a list of the buildings associated with them.

Include a bibliography of all sources consulted. Footnotes are not necessary.

Use the results of your research to give a narrative relating the historical significance of the district. The results of your research will weigh heavily in the recommendations of the staff and Commission regarding the district nomination.



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Appendix C. INVENTORY OF PROPERTIES

Suggested Form:

Provide a list of all of the properties within the district by street addresses in alphabetical order. The inventory list must contain:

- A. Address, legal description, and current owner's name and address
- B. Construction date of the building
- C. Architectural style of the building
- D. Determination of whether the building is contributing or non-contributing to the district.

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Appendix D SURVEY SHEETS AND PHOTOGRAPHS

The Survey Sheets consist of four sections:

1. Survey Cover Sheet
2. Photograph
3. Survey Card (To be Completed for 25% of Contributing Structures)
4. Building History (To be Completed for 25% of Contributing Structures)

The **Survey Cover Sheet** has space for basic information such as the address of the subject property, legal description, estimated date of construction, etc. Accompany each survey form with a clear **photograph** of the principal building and all outbuildings and landscape features on the property. Note the roll and frame number on the survey form for every photograph of the property and the address on the back of each original photograph. Photographs should be 3 ½ x 5 or 4 x 6 and may be 35 mm. or digital, if printed on photographic paper. Affix an oblique (front façade and side elevation) view of each principal building to the survey form, or provide in clear plastic sleeves in back of the corresponding survey cover sheet. Affix additional photographs to an addendum to the survey form as needed, noting the subject and reference number of each photograph. Provide a detail photograph of any notable architectural features, alterations, outbuildings, and landscape features in the addendum. **Example:** A house has notable gingerbread detailing on the porch, modern aluminum windows, a modern addition to the side, and a wire fence at the sidewalk.

Provide a completed survey sheet and photograph (see below) for every building within the district, whether contributing or non-contributing. Complete a **Survey Card** (detailed architectural description) only for the contributing buildings within the district. Secondary buildings, such as garage apartments, may be included on the same survey form as the principal building, but must be described and photographed in sufficient detail to determine whether it is contributing to the historic character of the district.

The compilation of this information guides the decision as to whether the house is contributing to the district and helps in the development of district design standards. **Do not trespass on private property when photographing the buildings in the district.**

Provide photographs showing representative streetscapes and alleys of the district to illustrate typical public views, and to convey a sense of the scale and density of buildings and street features (trees, streetlights, benches, etc.). Streetscape photographs should be no larger than 8 x 10, and clearly labeled on the back identifying the view shown in the photograph, the direction of the photograph, and the place where the photograph was taken. **Example:** "View of the west side of the 2100 block of Newton Street, looking north, June, 2006."

The SURVEY SHEET includes the following information:

- A. Address of the property and the map key number showing its location on the district map.
- B. Photograph of the property (see below)
- C. Description of alterations to the building
- D. Significant persons associated with the property
- E. The architect or builder associated with the property.

The SURVEY CARD includes a description of the building, including style, materials, height, fences, walls, and secondary buildings. This information will assist in the development of the design standards for the district.

When you prepare the survey for submission with the nomination, print the survey form on heavy paper (65 lb.) to support the weight of the affixed photograph.



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The survey and inventory gathers the data necessary for evaluating the architectural significance of the district, as well as developing the design standards for new construction within the district. The survey will give you the information necessary to fill out the first part of the nomination, noting the architectural and landscape features which give the district its architectural and historic character.

The survey form includes the following information:

- Address of the property and the map key number showing its location on the district map
- Photograph of the property (see below)
- Description of the building, including style, materials, height, fences, walls, and secondary buildings
- Description of alterations to the building
- Significant persons associated with the property
- The architect or builder associated with the property

Photographs

Provide photographs showing representative streetscapes and alleys of the district to illustrate typical public views, and providing a sense of the scale and density of buildings and street features (trees, streetlights, benches, etc.). Streetscape photographs should be no larger than 8 x 10, and clearly labeled on the back identifying the view shown in the photograph, the direction of the photograph, and the place where the photograph was taken. **Example:** "View of the west side of the 2100 block of Newton Street, looking north from 2201 Newton, June, 2005."

COMPILATION

Arrange the survey forms in the nomination alphabetically by street and then numerically by street number. Provide a summary list of each property in the district by address, noting its date of construction, architectural style, and determination of whether it is contributing to the historic character of the district.

**Appendix E BUILDING HISTORIES**

Provide ownership and occupancy histories in no fewer than 5-year intervals of at least 25% of the contributing buildings in the district to present the history of the district through individual buildings. Choose a combination of the prominent and representative buildings within the district to show the social history of the district, and include this information in your narrative history of the district.

The occupancy history of the building can be researched through city directories at the Austin History Center, 9th and Guadalupe. Begin with the most current year directory and work back in no more than 5-year intervals until the address no longer appears in the directories. Find the occupant's name in the address section of the directory (which will also tell if the occupant was the owner or a tenant of the building), then look that person's name up in the main section of the directory to find the names of family members and their occupations. Check biographical files at the Austin History Center to see if there is additional information about the residents of the buildings. Check the cemetery interment records at the Austin History Center to see if any of the residents were buried in city cemeteries. Find their date of death and look for obituaries in the Austin newspaper archives at the History Center. The History Center also has several on-line databases which can provide further information about the people who lived in the house to help you write the full story of the district. Check to see if there are architectural plans at the Austin History Center of the UT Architectural Archives in Battle Hall. Check to see if there are historic photographs of the building at the Austin History Center. This information will provide the justification for designation of the historic district and greater understanding of its social history.

(From City directories at the Austin History Center)

EXAMPLE:

Current occupants:

2006	Robert and Donna Bradshaw, owners Robert: Mechanic, South Point Nissan Donna: Nurse, Brackenridge Hospital
2001	David and Jessica Flores, renters David: Accountant Jessica: No occupation listed
1996	Martin Baker, owner Retired
1991	Martin and Lillian Baker, owners Martin: Retired Lillian: Saleswoman, Yaring's

Work back through the City Directories in no greater than 5-year intervals until the address no longer appears. Be very careful when using early directories, as the house numbers may have changed over time as development on the street occurred. Check the cross-street listings to make sure you are in the correct block, and Sanborn maps to recognize the history of construction on the street. Sanborn maps will also provide the address in use at the time the map was made.

Sanborn maps may provide you with some clues as to alterations made to the buildings over the years. Another source for construction information is the Amanda permitting system on the City of Austin development website at: <https://www.ci.austin.tx.us/devreview/index.jsp>



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Appendix F - CHARACTER-DEFINING FEATURES AND ARCHITECTURAL INTEGRITY

Identify and describe the architectural styles which characterize the contributing residential and commercial buildings in the district, and the periods of construction of those styles within the district. **Example:** Travis Heights contains a notable number of Tudor Revival and Spanish Colonial Revival houses built from the 1910s through the 1940s, 1920s Craftsman bungalows, and 1930s vernacular cottages. Note the location of particularly good examples of each style. Illustrate the materials with representative photographs.

Describe the criteria used to determine whether buildings in the district are contributing or non-contributing to the district (architectural integrity). Buildings may be non-contributing to the district because of their age (less than 50 years old) or because of architectural modifications which have compromised their historic appearance. Examples of architectural modifications include non-original siding materials, window replacements, additions which have materially altered the historic appearance of the building, converted garages, etc. The determination of whether a building is contributing or non-contributing and the criteria used for evaluation should be prepared by a historic preservation professional.

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Appendix G - DISTRICT PRESERVATION PLAN

ARCHITECTURAL COMPOSITION OF THE DISTRICT

Fill in this information with data collected from the survey and inventory of the district and after a determination of which buildings contribute to the historic character of the district. Describe the architectural features of the contributing residential and commercial buildings to provide the information necessary to develop design standards for the district.

BUILDING LOCATIONS AND LANDSCAPE FEATURES

Describe the locations of buildings within the district; specifically, their setback from the street, building heights, presence of driveways, outbuildings such as garage apartments, detached garages, etc., fences, walls, street lighting, sidewalks, and other landscape features for use in adopting setback and design standards for new construction within the district.

DESIGN STANDARDS

The Historic Landmark Commission will use the District Design Standards in determining whether to grant a Certificate of Appropriateness for building additions and new construction within the district.

Design standards promote new construction which is sympathetic to the historic character of the district. Design standards:

1. Preserve and enhance the historic character and heritage of Austin;
2. Protect investment in rehabilitation and restoration of historic structures in local historic districts;
3. Improve the quality of design and site planning in local historic districts;
4. Rehabilitate structures within historic districts and areas wherever possible;
5. Maintain an interesting and commercially-viable downtown area;
6. Increase densification in inner city neighborhoods, where appropriate, without losing the historic character of these areas; and
7. Promote well designed new construction on non-contributing lots.

The Standards for each District are developed by first understanding the physical elements of the historic buildings that define the character of the District. Next, the Standards should prescribe the manner in which historic buildings may be modified to accommodate the changing needs of the users. Finally, the Standards define the characteristics of new construction within the District.

Design standards should address:

1. Building height and number of stories for additions and new construction
2. Height, placement, and materials of building additions
3. Appropriate (and inappropriate) exterior materials (walls, roof, chimney, windows, etc.)
4. Exterior building components, such as porches, carports, etc.
5. Existing and proposed landscaping and trees
6. Setbacks (front and side)
7. Appropriate materials and height of walls and fences
8. Location, height, materials, and scale of garage apartments and other secondary buildings.
9. Location of garage doors, if the garage is attached to the principal structure.
10. Driveway materials and configuration
11. Public amenities, such as sidewalks, street furniture, street lighting, bus stops, etc.

Attach illustrated (with photographs or graphics) design standards for new additions and new construction.



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STANDARDS FOR CONTRIBUTING BUILDINGS

The character defining features of the Local Historic District are to be preserved and maintained in order to protect the historic character of the area. At a minimum, these requirements should be met within the Standards for Contributing Properties within the District:

1. Individual exterior building elements and examples of skilled craftsmanship that define the historic character of the buildings (as described above) shall be maintained and preserved. When elements are deteriorated, they should be repaired or replaced to match the original element.
2. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. Do not create a false sense of history by adding conjectural features, features from other properties, or by combining features that never existed together historically.
3. New additions to contributing buildings should not destroy or overwhelm the historic or architectural character of the original building, and shall not obscure the front facade of the building.
4. New additions should be representative of current design conventions to the extent prescribed herein, and should not create a false sense of historic development.
5. Cleaning and repair techniques will be undertaken using the most effective but least disruptive means possible. Cleaning or repair treatments that cause damage to historic materials will not be used. Sandblasting is not permitted.
6. New additions to contributing buildings should be constructed in a manner that if such addition or alteration were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.
7. Contributing buildings should be used for their originally intended use or a new use that does not require the destruction of character defining features of the property.



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Appendix H - DEMONSTRATION OF OWNER SUPPORT

Provide the signed petition or letters of at least 60% of the property owners demonstrating their support for creation of the historic district. The petition or letters must be signed by the property owner and include the address of the subject property or properties.

Suggested Format:

I, _____, owner, of
_____ (Legal Description),
hereby state that I have reviewed the application for the _____
Local Historic District

☐ I support the application for local historic district designation.

☐ I do NOT support the application for local historic district designation.

Signature

Date



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SURVEY COVER SHEET – ALL STRUCTURES IN LOCAL HISTORIC DISTRICT

(Name of Historic District)

HISTORIC STRUCTURES SURVEY

ADDRESS: _____

DATE OF CONSTRUCTION: _____ Estimated _____ Factual _____

CONTRIBUTING: _____ NON-CONTRIBUTING: _____

JUSTIFICATION FOR DETERMINATION OF CONTRIBUTING/NON-CONTRIBUTING:

MAP KEY NUMBER: _____ PHOTO Roll _____ Frame(s) _____

ORIGINAL LOCATION? _____ Yes

_____ No

If no, original location, if known: _____

Date moved: _____

(PHOTO)

Tax Parcel Number: _____

Legal Description: _____

Owner: _____

Owner Address: _____



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BUILDING INFORMATION

(This Portion of the Form Required for 25% of Contributing Structures Only)

____ Number of stories

PLAN

____ Square or rectangular
____ Wing-and-gable
____ Asymmetrical

FOUNDATION

____ Pier and beam
____ Stone
____ Brick
____ Slab

EXTERIOR WALLS

____ Wood
____ Stucco
____ Stone
____ Brick
____ Synthetic siding _____ (type)

ROOF TYPE

____ Gable
____ Hipped
____ Flat
____ Gambrel
____ Dormers _____ (type)
____ Other _____ (type)
____ Exposed rafter ends
____ Brackets

ROOF MATERIALS

____ Composition shingles
____ Tile
____ Metal
____ Other _____ (type)

CHIMNEYS

____ Number _____
____ Exterior _____ Interior _____
____ Brick
____ Stone
____ Other _____ (type)

WINDOWS

____ Wood sash
____ Aluminum sash
____ Vinyl
____ Casement
____ Decorative screens

FRONT PORCH

____ None
____ Full-width
____ Partial-width
____ Independent
____ Inset
____ Wraparound

PORCH ROOF

____ Gabled
____ Hipped
____ Shed

PORCH POSTS

____ Full height
____ On piers _____ (pier material)
____ Turned wood
____ Square wood
____ Metal

PORCH RAILINGS

____ None
____ Turned wood
____ Square wood
____ Metal

DOOR FEATURES

____ Glazing
____ Transom
____ Sidelights

LANDSCAPE FEATURES

____ Fence
____ _____ (material)
____ _____ (height)
____ Wall
____ _____ (material)
____ _____ (height)
____ Other _____

OUTBUILDINGS

____ Detached single-story garage
____ Garage apartment (2-story)
____ _____ Wall material
____ _____ Roof material
____ _____ Roof type
____ Other _____

BUILDING HISTORY *(This Portion of the Form Required for 25% of Contributing Structures Only)*

Stylistic influence(s)

Architect/Builder

Historic Use

Current Use

List and Date of Architectural Modifications

Building History

Significant Persons Associated with Building and Date(s) of Association

Other historical designations

_____ Individually listed in National Register of Historic Places

_____ Listed as contributing in the _____ National Register Historic District

_____ Recorded Texas Historic Landmark

_____ City of Austin Historic Landmark

SURVEY DATE:

SURVEYOR:

Address:

RESEARCHER:

Address:

PERSON MAKING EVALUATION OF CONTRIBUTING/NON-CONTRIBUTING STATUS:

Address:



LOCAL HISTORIC DISTRICTS

HISTORIC DISTRICT NOMINATION FORM

For directions on filling out this application form, see the "Step by Step Instructions" within this information packet.

1. NAME OF DISTRICT _____

2. GEOGRAPHICAL DESCRIPTION (General description of the district boundaries):

ACREAGE: _____

3. PROPERTIES WITHIN THE DISTRICT

TOTAL: _____

CONTRIBUTING

NUMBER: _____

PERCENT OF TOTAL: _____

RESIDENTIAL BUILDINGS

(Houses, Apartment Houses, Garage Apartments)

NUMBER CONTRIBUTING: _____

PERCENT OF TOTAL: _____

COMMERCIAL BUILDINGS:

NUMBER CONTRIBUTING: _____

PERCENT OF TOTAL: _____

EDUCATIONAL/INSTITUTIONAL BUILDINGS:

NUMBER CONTRIBUTING: _____

PERCENT OF TOTAL: _____

PARKS/PUBLIC LANDSCAPES:

NUMBER CONTRIBUTING: _____

PERCENT OF TOTAL: _____

NON-CONTRIBUTING

NUMBER: _____

PERCENT OF TOTAL _____

RESIDENTIAL BUILDINGS:

(Houses, Apartment Houses, Garage Apartments)

NUMBER NON-CONTRIBUTING: _____

COMMERCIAL BUILDINGS

NUMBER NON-CONTRIBUTING: _____



LOCAL HISTORIC DISTRICTS

NON-CONTRIBUTING (continued)

EDUCATIONAL/INSTITUTIONAL BUILDINGS

NUMBER NON-CONTRIBUTING: _____

PARKS/PUBLIC LANDSCAPES

NUMBER NON-CONTRIBUTING: _____

WHAT ARE THE MAIN REASONS BUILDINGS WERE DETERMINED TO BE NON-CONTRIBUTING TO THE DISTRICT?

4. PRINCIPAL ARCHITECTURAL STYLES AND PERIODS OF CONSTRUCTION:

Residential

Commercial

5. PERIODS OF SIGNIFICANCE

6. ARCHITECTURAL COMPOSITION OF THE DISTRICT

A. CONTRIBUTING RESIDENTIAL BUILDINGS

1. HOUSES

B. STORIES

How many stories are the contributing houses in the district (one-story, two-story, more than two stories)?



LOCAL HISTORIC DISTRICTS

C. MATERIALS

1. WALLS

What are the principal exterior wall materials used on contributing houses in the district?

2. ROOF

What are the principal roof materials used on contributing houses in the district?

3. WINDOWS

What are the principal window materials used on contributing houses in the district?

D. ROOF TYPES

What roof types define the architectural character of contributing houses in the district (front-gabled, side-gabled, hipped)?

E. ADDITIONS

For additions which define the historic and architectural character of the district, describe the height, placement on the house, and whether the materials of the addition match those on the main house.

F. PORCHES

Describe the size (full- or partial-width) and materials of front porches on contributing residential buildings in the district, and whether front porches are a significant architectural feature of the houses in the district.



LOCAL HISTORIC DISTRICTS

G. CHIMNEYS

Describe the principal materials and placement of chimneys on contributing residential buildings within the district.

2. GARAGE APARTMENTS

Are garage apartments an architectural feature which defines the character of the district? Describe the location on the property, principal exterior materials and roof types of contributing garage apartments.

3. APARTMENT BUILDINGS

Describe the number of stories and principal exterior materials of apartment buildings which contribute to the historical character of the district.

4. WALLS/FENCES/LANDSCAPE FEATURES

Describe the height, materials, and placement of walls, fences, and other landscape features which define the historical and architectural character of the district.

B CONTRIBUTING COMMERCIAL BUILDINGS

1. STORIES

How many stories are the contributing commercial buildings in the district (one-story, two-story, more than two stories)?

2. MATERIALS

A. WALLS

What are the principal exterior wall materials used on contributing commercial buildings in the district?



LOCAL HISTORIC DISTRICTS

B. ROOF

What are the principal roof materials used on contributing commercial buildings in the district?

C. WINDOWS

What are the principal window materials used on contributing commercial buildings in the district?

3. ROOF TYPES

What roof types define the architectural character of contributing commercial buildings in the district (front-gabled, side-gabled, hipped)?

4. SIGNS

A. What types of signs define the architectural character of contributing commercial buildings in the district (flush-mounted, awning, window, projecting)?

B. What type of lighting is used on signs which define the architectural character of contributing commercial buildings in the district (indirect, back-lit, neon, etc.)?

C. CONTRIBUTING EDUCATIONAL/INSTITUTIONAL BUILDINGS

Describe the location, number of stories, and exterior materials of educational or institutional buildings which contribute to the architectural character of the district.

D. CONTRIBUTING PARKS/PUBLIC LANDSCAPES

Describe the location and features of parks and public landscapes in the district which contribute to the architectural character of the district.



LOCAL HISTORIC DISTRICTS

7. ASSESSMENT OF INTEGRITY

Describe the criteria for assessing the integrity of buildings within the district (whether a building is contributing or non-contributing).

8. BUILDING LOCATIONS AND LANDSCAPE FEATURES:

Describe the set-backs, location of secondary buildings (garage apartments, detached garages, etc.), driveway types, sidewalk locations, on-street parking configurations, and street lighting which exemplify the district.

9. HISTORIC CONTEXT OF THE DISTRICT

On separate sheets, provide a narrative description of the development and settlement patterns in the district, the names and dates of subdivisions within the district, the cultural, economic, ethnic, and social history of the district, and identify the persons prominent in the development of the district with a bibliography of sources consulted.

10. ARCHITECTS AND BUILDERS

Identify the architects and builders of contributing buildings within the district with a brief biographical sketch, and a list of the buildings attributed to each person identified.

NOMINATION PREPARED BY:

Name: _____

Company: _____

Address: _____

Telephone: _____ FAX: _____

E-mail: _____



City of Austin

LOCAL HISTORIC DISTRICTS

NEIGHBORHOOD ASSOCIATION REPRESENTATIVE

Neighborhood Association: _____

Name: _____

Address: _____

Telephone: _____ FAX: _____

E-mail: _____

DRAFT