

**TALLAHASSEE-LEON COUNTY
LOCAL REGISTER OF HISTORIC PLACES NOMINATION APPLICATION**

Contact: Historic Preservation Officer, Tallahassee-Leon County Architectural Review Board, % Tallahassee Trust for Historic Preservation, Inc., 423 East Virginia Street, Tallahassee, FL 32301

Phone: (850) 488-7334

Email: taltrust@comcast.net

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Notification of intent to file an application must be received by the Architectural Review Board at least 30 days in advance of the review meeting to allow time for public notification as required by the City of Tallahassee and Leon County. Completed applications must be submitted to the Architectural Review Board at least 15 days in advance of the meeting. Please note additional copies may be required.

I. IDENTIFICATION (To assist you researching your property and in completing this application, we recommend that you check the Web Sites provided to you at the end of this application.)

Name of Property (if known, historic name of property, i.e., Knott House): _____

Property Address: _____

Name of Property Owner: _____

Owner's Address: _____

Owner's Telephone: _____

Applicant's Name: _____
(if different from owner)

Applicant's Address: _____
(if different from owner)

Applicant's Telephone: _____

Applicant's Email: _____

Leon County Property Tax Identification Number (*contact the Leon County Property Appraiser (850) 488-6102, www.leonpa.org*): _____

**TALLAHASSEE-LEON COUNTY LOCAL REGISTER OF HISTORIC PLACES NOMINATION
APPLICATION (continued)**

Applicant's Name: _____

Check the appropriate type of historic resource to be listed on the Local Register:

_____ **SITE** (The location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, whether the location itself possesses historic, cultural, or archaeological value regardless of the value of any existing structure, examples include: battlefield, campsite, trail, shipwreck, designated landscape, ceremonial site, cemeteries significant for information potential or historic association, village site, ruins of a building or structure)

_____ **DISTRICT** (A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.)

_____ **BUILDING** (Created principally to shelter any form of human activity, examples include: barn, house, church, hotel, garage, stable, train station, dormitory, courthouse)

_____ **STRUCTURE** (Distinguished from buildings, those functional constructions made usually for purposes other than creating human shelter, examples include: a gate, bridge, aircraft, windmill, earthwork, canal, dam, carousel, gazebo, lighthouse, tunnel, railroad grade, fence, apiary, and automobile)

_____ **OBJECT** (Those constructions that are primarily artistic in nature or are relatively small in scale, and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment, examples include: boundary marker, fountain, monument, sculpture, statuary, milepost)

TALLAHASSEE-LEON COUNTY LOCAL REGISTER OF HISTORIC PLACES NOMINATION
APPLICATION (continued)
Applicant's Name: _____

CRITERIA FOR LISTING ON THE LOCAL REGISTER

(X) Indicates all applicable criteria:

Individual Listing Criteria of a Site, Building, Structure or Object:

___ A. It possesses integrity of location, design, setting, materials, workmanship, feeling and association.

___ B. It is associated with events or persons that are significant to local, state, or national history; or embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction.

___ C. It has yielded, or may be likely to yield, information important in prehistory or history.

District Listing Criteria

A site, building, structure or object shall be designated as contributing to that district if it meets the following criteria:

___ A. The property is one which, by its location, design, setting, materials, workmanship, feeling, and association adds to the district's sense of time and place and historical development. (*a property is not considered contributing if the property's integrity of location, design, setting materials, workmanship, feeling and association have been so altered that the overall integrity of the property has been irretrievably lost.*)

___ B. Structures that have been built within the past fifty (50) years shall not be considered to contribute to the significance of a district, unless a strong justification concerning their historical or architectural merit is given, or the historical attributes of the district are considered to be less than fifty (50) years old.

**TALLAHASSEE-LEON COUNTY LOCAL REGISTER OF HISTORIC PLACES NOMINATION
APPLICATION (continued)**
Applicant's Name: _____

II. HISTORY OF RESOURCE

Original Date of Construction (identify source of information): _____

Original Architect/Builder (identify source of information): _____

Original Owner (identify source of information): _____

Historic Use of Site (identify source of information): _____

Current Use of Site: _____

Intended Use of Site: _____

Have any additions or alterations been made to the historic resource? _____ If yes, please explain. Include type and date of alteration (identify source of information).

Do you anticipate making any substantial alterations to this historic resource in the future? _____
If yes, what? _____

Check the following, if available, and please submit a copy of each item as part of this application:

- Original Construction plans _____
- Abstract of title _____
- Historic photograph(s) _____

List research source(s) in documenting the above historical information.

III. CURRENT CONDITION OF THE SITE

General Condition of the Site: Excellent ____ Fair ____ Poor ____

**TALLAHASSEE-LEON COUNTY LOCAL REGISTER OF HISTORIC PLACES NOMINATION
APPLICATION (continued)**

Applicant's Name: _____

IV. NARRATIVE DESCRIPTION OF THE SITE (minimum 12 point type accepted)

(Briefly describe the historic resource and its setting. Describe its major physical characteristics. Assess the integrity of the historic resource, as it now exists, as compared with its original location, design, setting, materials, and workmanship).

V. STATEMENT OF SIGNIFICANCE (minimum 12 point type accepted)

(Briefly describe the importance of the property to the local community, the state, or nation. Identify the property's association with significant persons or events, or its architectural or archaeological distinction. Please use citations or endnotes to document the information provided in the narrative.)

VI. BIBLIOGRAPHIC REFERENCES. (Please provide below. *An example of primary and secondary sources to use are books, journal articles, newspapers, wills, Sanborn Fire Insurance Maps, Tallahassee City Directories, Florida Photographic Archives, and City and County records generally located in the Leon County Clerks Office such as tax rolls and plat maps and City and County Growth Management Departments, Building Permit Records*)

VII. PHOTOGRAPHIC INFORMATION *(Please attach current black and white photographs of the property(s) documenting all major character defining features, no smaller than 3 1/2 by 5 inches, from all sides of the property or historic resource.)*

VIII. ATTACHMENTS

Attachment A. Legal Description *(contact the Leon County Property Appraiser)* or if available, provide copy of property land survey.

Attachment B. Property location map with footprint of historic resource, i.e., buildings, sites, objects, districts or structures, see definition below, on the property *(for copy of property tax card, contact the Leon County Property Appraiser)*.

Attachment C. Is the subject property listed on the National Register of Historic Places? _____ If yes, please attach a copy of the National Register Certificate and the National Register of Historic Places Registration Form *(contact the Florida Department of State, Florida Master Site File 850-245-6440)*.

Attachment D. Has a Florida Master Site File Form been completed? _____ If yes, please attach a copy *(contact the Florida Master Site File)*.

TALLAHASSEE-LEON COUNTY LOCAL REGISTER OF HISTORIC PLACES
NOMINATION APPLICATION (continued)

Applicant's Name: _____

IX. OWNER AWARENESS STATEMENT

_____ As the Owner or Official Representative of the Owner of the subject property identified in the Application above (or in the case of a district the owner of a property within the proposed district) I am aware of this proposal for listing in the Tallahassee-Leon County Local Register of Historic Places. I have been advised of the procedures for review of this application and I have also been advised of the effects of listing on the Local Register of Historic Places. I understand that I will be notified of the dates and places of the public meetings at which the application will be considered by the Tallahassee-Leon County Architectural Review Board, the Tallahassee-Leon County Planning Commission and the City of Tallahassee Commission and/or the Leon County Board of County Commissioners and that I will be given the opportunity to submit written comments and to appear in person in support of, or in opposition to the listing of this property.

_____ As the Owner or the Official Representative of the Owner of the subject property identified in the Application above (or in the case of a district the owner of a property within the proposed district) I am applying for Historic Preservation Overlay Zoning to be applied to the subject property or properties.

Signature: _____ Date: _____
Owner of Property

RESEARCH WEB SITE INFORMATION

City of Tallahassee www.talgov.com

Clerk of Court www.clerk.leon.fl.us

Florida Department of State, Division of Historical Resources
<http://dhr.dos.state.fl.us/index.html>

Florida Department of State, Florida Photographic Archives
<http://www.floridamemory.com/photographiccollection/>

Leon County Property Appraiser www.leonpa.org

Leon County www.leoncountyfl.gov

State Library of Florida, Florida Collection <http://dlis.dos.state.fl.us/stlib>

Tallahassee-Leon County Planning Department Historic Property Inventory
<http://tlcgis6.co.leon.fl.us/zoompast/>

Tallahassee Trust for Historic Preservation, Inc. www.taltrust.org

The LeRoy Collins Leon County Public Library www.co.leon.fl.us/library