

# **City of Austin Local Historic District Nomination Application & Instructions**



**City of Austin  
Historic Preservation Office  
Austin, Texas  
512-974-2727**

*Adopted 2012*



## INTRODUCTION

A local historic district is a geographically or thematically-defined area, possessing a significant concentration of buildings united by their history and/or architecture. In Austin local historic districts are zoning overlays called “historic area combining districts” that set forth special regulations for the area in a district preservation plan. To qualify as a City of Austin Local Historic District at least 51% of the principal buildings within the proposed district boundaries must be “contributing” properties, and the owners of at least 51% of the land area inside the boundaries, or at least 51% of the total number of property owners within the boundaries must consent to initiate rezoning as a Local Historic District.

A district preservation plan is a required part of the nomination for local historic district zoning, and contains design standards specific to the district. The Historic Landmark Commission reviews Certificate of Appropriateness applications for demolition, relocation and building permits, exterior changes on properties determined to be contributing to the local historic district, as well as applications for building permits for new construction. All proposals must comply with the district design standards contained in the district preservation plan. Denial of a Certificate of Appropriateness may be appealed to the appropriate land use commission, then to City Council.

Contributing properties are those that are at least 50 years old, were built during the period of significance of the district as defined in the application, and retain sufficient integrity of materials and design to convey their historic appearance. Evaluation of which buildings are contributing to the local historic district must be prepared by a historic preservation professional and approved by the City's Historic Preservation Office. A list of contributing and non-contributing properties is required as part of the nomination application.

## THE NOMINATION PROCESS & CHECKLIST

1. A completed nomination form with all required supporting documentation and the application fee must be submitted to the City's Historic Preservation Office at 505 Barton Springs Road. The City's 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's Historic Preservation Office notifies the applicant that the nomination is complete, the applicant can present the nomination to the City Intake Office along with the required fee (payable by check or credit card). 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 the zoning change to historic area combining district (HD). Commission and Council meetings are public hearings at which property owners and other interested parties have an opportunity to provide comments regarding designation of the historic district. All property owners, utility account addresses 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 designation, all properties within the district will have the zoning classification "HD" applied to the base zoning classification (e.g., 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 Local Historic District Preservation Plan and Design Standards adopted for the district by City Council.

### Required Application Materials:

#### CONTEXT AND NARRATIVE HISTORY OF THE DISTRICT

#### 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, determination of contributing or non-contributing status, legal description, current owner name and address, and tax parcel identification number.
- Architectural information for all contributing buildings.
- Table listing every property, property owner, legal description, tax parcel identification number, determination of contributing or non-contributing status, and indication of property owner support for the zoning revision.

#### DISTRICT PRESERVATION PLAN

- Goals of the local historic district
- Explanation of review process for permits and modifications
- Design standards

FEE – notification and application filing fee per current fee schedule.

## INSTRUCTIONS FOR COMPLETING THE LHD APPLICATION

The following item numbers correspond to the application form.

### 1. NAME OF DISTRICT

Choose a name that reflects the history of the district or is the historic name for the subdivision or neighborhood that composes the district.

### 2. GEOGRAPHICAL DESCRIPTION

Provide a general geographical description of the district boundaries and total acreage of the district.

**Example:** *“From the northeast corner of 8<sup>th</sup> and Nueces, east along 8<sup>th</sup> Street to Guadalupe, south along Guadalupe Street to 6<sup>th</sup> Street, west along 6<sup>th</sup> Street to Nueces Street, and north along Nueces to 8<sup>th</sup> Street.”*

Boundaries should be developed based upon such considerations as original subdivision lines, physical or geographic characteristics, identity as a neighborhood, or historic ownership and must be supported by the historic context narrative. Retention of historical integrity must also be considered. Boundaries of the district may exclude portions of the original subdivision that lack sufficient integrity, or add adjacent subdivisions if there is sufficient unity of architecture and history. Boundaries cannot be drawn in such a way as to include “donut holes” and cannot be smaller than one block-face.

Provide a brief explanation of the reason any part of the original subdivision was excluded from the historic district in Section 9 (Historical Context and Narrative).

### 3. PROPERTIES WITHIN THE DISTRICT

Fill in this information after completing the survey and inventory of all buildings located in the proposed district. Calculate the total number of buildings within the district and the number and percentage of those buildings which contribute to the historic character of the district.

Provide a summary statement of the criteria used to determine whether buildings are contributing or non-contributing (e.g. age and architectural modifications).

### 4. PRINCIPAL ARCHITECTURAL STYLES AND PERIODS OF CONSTRUCTION

Describe the architectural styles that characterize the contributing buildings in the district, and the periods of construction of those styles within the district. Note the location of particularly good examples of each style.

**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.*

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.

### 5. PERIOD(S) OF SIGNIFICANCE

Describe the period(s) of historical significance in the development of the district. Begin with the earliest development within the district and describe the periods of greatest construction activity, or significant historical events.

**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 prior to 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 building must have been built during the period of significance – the 1953 houses described above would not be considered contributing resources because they were not built during the period of significance for the district, even though they are over 50 years old. Properties may be determined non-contributing to the district yet have individual historical or architectural significance and may be eligible for individual City Historic Landmark status.

## **6. ARCHITECTURAL COMPOSITION OF THE DISTRICT**

Provide data collected from the survey and inventory of buildings including use data collected from the survey and inventory of buildings to answer these questions. Your answers should be limited to describing only the contributing buildings.

## **7. ASSESSMENT OF INTEGRITY**

Assessment of integrity is required for the district as a whole and for each property to determine contributing and non-contributing status. The City applies the National Register of Historic Places criteria for evaluating integrity. For a district, integrity refers to whether the area retains the spatial organization, physical components, and aspects of design and historic associations that it acquired during its period of significance. Both the original design of a neighborhood or subdivision and the changes that occurred through its history should be considered. Some areas may not retain a sufficient number of contributing buildings to be designated as a local historic district.

For an individual building integrity refers to whether or not the building retains enough of its physical characteristics to convey its historical appearance. Many buildings have been modified with additions, new siding, new windows, enclosure of porches, etc. which may impact their historic architectural integrity. Describe the types of modifications to buildings within the district that distinguish a contributing building from a non-contributing building. Keep in mind that changes that occurred during the period of significance may have obtained historical significance of their own and may not adversely impact integrity.

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, as described in Code of Federal Regulations Title 36, Chapter I, Part 61, with sufficient expertise in historic preservation to make informed determinations. All determinations of contributing or non-contributing status are subject to review by the City Historic Preservation Office and the Historic Landmark Commission.

More information on evaluating integrity can be found in the National Register of Historic Places bulletin *How to Apply the National Register Criteria for Evaluation*, available from the National Park Service.

## **8. BUILDING LOCATIONS AND LANDSCAPE FEATURES**

Describe the locations of buildings within the district; specifically, their setback from the street, presence and location of driveways, outbuildings such as garages and secondary living spaces, fences, walls, street lighting, sidewalks, and other landscape features. This information will be useful when determining setback and design standards for new construction within the district.

## 9. HISTORIC CONTEXT 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.

In a concisely written narrative, relate the history of the district, from first development to the present. Provide an assessment of the significance of the district in terms of the history of the area, associated historical themes, and relevant historic and contemporary time frames. Detail the social history of the district, with references to the architecture which represents certain periods of development, or settlement patterns. Collect information from city directories, newspapers, oral histories, and other publications at the Austin History Center or other research facilities. Discuss how the context is used to determine the district’s boundaries.

The narrative must be detailed enough to establish the historical and architectural significance of the district, with references to individuals and events important to its development. 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 the subdivision in question?
- According to the Sanborn maps (available 1885-1962) 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?
- What significant events, if any, occurred in the district that impacted the development or growth of this area of the City, or have significance at the State or National level?
- What is the history of significant buildings in the district? Who occupied and/or owned those properties?
- Who were the known architects and builders active in the construction of buildings within the district? (This information will also be used in section 10.)

The results of your research will weigh heavily in the recommendations of the staff and Commission regarding the district nomination.

**Example:** *The contiguous streets surrounding “Castle Hill” were developed between 1870 and 1938 and feature a number of prominent architectural styles. Much of the area originally was chartered by James H. Raymond, who owned 200 acres of land just west of downtown Austin and Shoal Creek. His land provided much of the present day West Line National Register Historic District. It was Raymond who sold 32 acres of his holdings to establish the Texas Military Institute. Later, in 1871, Raymond platted the first subdivision in the area, known as Raymond Heights. The land was divided into eight rectangular lots that fronted West 6<sup>th</sup> Street and were sold to early Austinites who later built homes on them in the*

*Italianate and Classical Revival Styles. Today, five, two-story homes built between 1872 and 1877 remain intact. [Excerpt from Castle Hill Local Historic District application.]*

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

Additional information on developing historic contexts is available from the National Register of Historic Places - <http://www.nps.gov/nr/publications/index.htm>.

#### **10. ARCHITECTS AND BUILDERS**

Identify all known architects and builders associated with the construction of 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.

#### APPENDICES

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

- A. MAPS
- B. INVENTORY OF PROPERTIES
- C. SURVEY SHEETS AND PHOTOGRAPHS
- D. DISTRICT PRESERVATION PLAN
- E. DEMONSTRATION OF OWNER SUPPORT



## Appendix A. MAPS

### SUBDIVISION MAPS

Obtain the plat map for the subdivision at the Austin History Center (9<sup>th</sup> 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 qualify as a local historic district.

### TAX MAPS

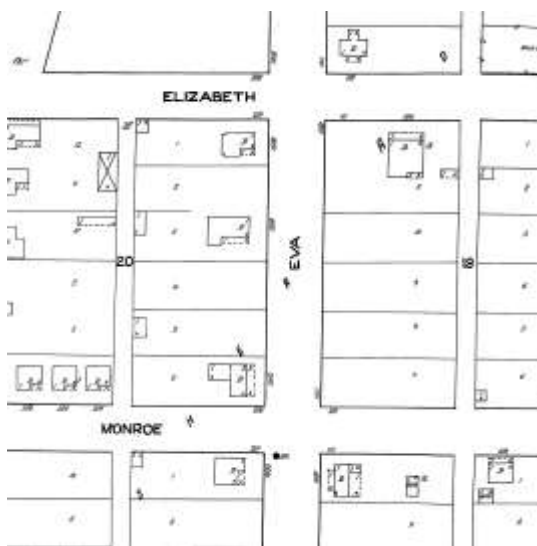
Obtain tax maps from the City Map Sales Office (505 Barton Springs Road) or the Travis Central Appraisal District (8314 Cross Park Drive) showing ALL of the properties within the proposed historic district. The tax maps are the basis for providing the required notification to property owners.

### SANBORN FIRE INSURANCE MAPS (if available)

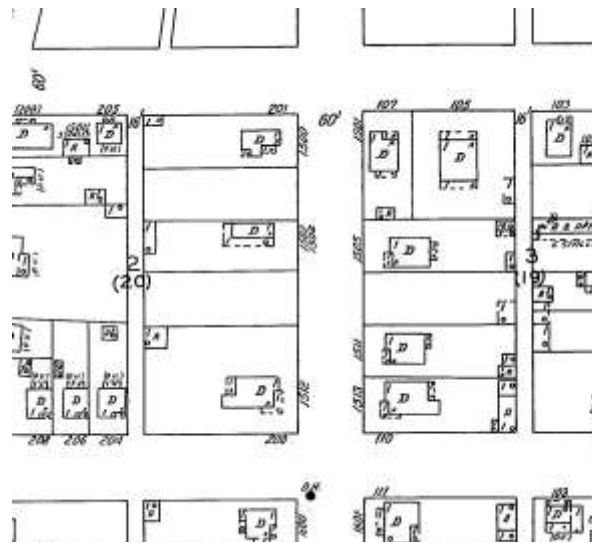
Obtain the Sanborn Fire Insurance maps showing the district. The Sanborn Fire Insurance Map Company produced maps of Austin in 1885, 1889, 1894, 1900, 1922, 1935, and 1959-1962. The Austin History Center (9<sup>th</sup> and Guadalupe) and the Barker Center for the Study of American History (University of Texas) 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 present when the map was drawn as well as information on the number of stories, construction materials etc. for each building. This information can help to date when buildings were constructed and when additions were made. Only the central part of Austin was covered by the maps prior to 1900; the 1922 map includes some outlying residential sections. The first truly comprehensive Sanborn map was produced in 1935.

**For Example:** The 1922 map of Eva Street between Elizabeth and Monroe in South Austin shows three houses on the west side of the street and none on the east side. The 1935 map shows three houses on the east side of Eva between Elizabeth and Monroe indicating they were built between 1922 and 1935.



1922 Sanborn Map



1935 Sanborn map

## **Appendix B. INVENTORY OF PROPERTIES**

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

- A. Key to district map.
- B. Addresses, legal descriptions, and current owners' names and addresses.
- C. Construction date of the buildings, if known.
- D. Architectural style of the buildings.
- E. Determination of whether buildings are contributing or non-contributing to the district.
- F. Historic and current uses.

**Sample Inventory List:**

<u>Map Key</u>	<u>Address Number</u>	<u>Street Name</u>	<u>Legal Description</u>	<u>Owner's Name</u>	<u>Owner's Address</u>	<u>Construction Date</u>	<u>Architectural Style</u>	<u>Contributing status</u>	<u>Historic use</u>	<u>Current Use</u>
1	100	Elm Street		John Doe	100 Elm Street	1925	Tudor	C	Residential	Residential
2	101	Elm Street		Jim Smith	500 Main Street	1980	Contemporary	NC	Residential	Residential
3	102	Elm Street		Jane Doe	102 Elm Street	1924	Colonial Revival	C	Residential	Residential

## **Appendix C. SURVEY FORMS AND PHOTOGRAPHS**

The survey and inventory gathers the data necessary for evaluating the architectural significance of the district, as well as developing the design standards for the district. The survey will provide the information necessary to fill out the first part of the application.

Arrange the survey forms alphabetically by street and then numerically by address number

**The Survey Forms consist of four sections:**

- 1. Survey Cover Sheet (required for all properties within the proposed boundaries)**
- 2. Photograph (required for all properties within the proposed boundaries)**
- 3. Building Information (required for all contributing buildings)**
- 4. Building History (provide as needed to support historic context)**

### **SURVEY COVER SHEET:**

The Survey Cover Sheet has space for basic information such as the address of the subject property, legal description, estimated date of construction, etc. Provide a completed survey sheet with photograph (guidelines below) for every building within the district, whether contributing or non-contributing. Alternate formats for survey sheets may be used if submitted to the Historic Preservation Office for review and approval prior to submission.

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 they contribute to the historic character of the district.

When you prepare the survey for submission with the nomination, print the first pages that contain photographs in color.

### **PHOTOGRAPHS:**

Imbed an oblique view (front façade and side elevation) color photo of each principal building on its survey form. Significant outbuildings and landscape features on the property may also be included. **Photographs should be taken from the public right-of-way, unless the property owner has given permission to enter the property. Do not trespass on private property when photographing buildings in the district.**

Provide photographs of representative streetscapes and alleys in the context narrative to illustrate typical public views, and to convey a sense of the scale and density of buildings and street features (trees, streetlights, benches, etc.).

Provide electronic files of all photos.

Photos must conform to the following specifications:

- Images may be taken with a digital camera.
- RGB color digital TIFFs are preferred, but JPEGs are acceptable.
- Image resolution - two megapixels (1200 x 1600 pixel image) at 300 dpi or higher.
- Name electronic files using the following format - streetname.streetdir.addressnumber.image# (e.g. windsor.e.2211.1, windsor.e.2211.2)
- Burn images to a CD-R or DVD-R (if packaging says "rewriteable" do not use).
- Label the disk(s) using CD/DVD safe markers (e.g. Sharpies) per the following –
  - Name of District
  - Austin, TX
  - Local Historic District Application
  - Date
  - Disk 1 of XX (if more than one disk)

### **BUILDING INFORMATION:**

Complete the Building Information section for the contributing buildings within the district. Use the items listed to record information related to the style, materials, height, fences, walls, and secondary buildings, etc.

## **Appendix D. DISTRICT PRESERVATION PLAN**

### **ARCHITECTURAL COMPOSITION OF THE DISTRICT**

Fill in this information with data collected from the survey and inventory of the district after a determination of contributing and non-contributing status is complete. 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, 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 purpose of Design Standards is to provide guidance for review of Certificate of Appropriateness applications for changes and additions to contributing properties and new construction within the district.

Design standards:

- Promote new construction sympathetic to the historic character of the district;
- Preserve and enhance the historic character of the district;
- Protect investment in historic buildings;
- Improve the quality of design and site planning;
- Maintain an interesting and commercially-viable downtown area;
- Increase densification in inner city neighborhoods, where appropriate, without losing the historic character of these areas; and
- Promote well designed new construction on non-contributing lots.

The Standards for each local historic district are developed by first understanding the physical elements of the historic buildings that define the character of the district. Next, the Standards 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:

- Building height and number of stories for additions and new construction.
- Height, placement, and materials of building additions.
- Appropriate (and inappropriate) exterior materials.
- Design of exterior building components, such as porches, carports, etc.
- Existing and proposed landscaping and trees.
- Setbacks (front and side).
- Appropriate materials and height of perimeter walls and fences.
- Location, height, materials, and scale of garages, garage apartments and other secondary buildings..
- Location of garage doors, if the garage is attached to the principal structure.
- Driveway materials and configuration.
- Public amenities, such as sidewalks, street furniture, street lighting, bus stops, etc..

### **STANDARDS FOR CONTRIBUTING BUILDINGS**

The character defining features of the Local Historic District must be preserved and maintained to protect the historic character of the area. At a minimum, these requirements will include the Secretary of the Interior's Standards for Rehabilitation:

1. Contributing properties shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Appendix E. DEMONSTRATION OF OWNER SUPPORT TO INITIATE "HD" ZONING**

Provide signed petition or written support of at least 51% of the property owners OR owners of at least 51% of the land by area. 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 DO support the application for local historic district zoning designation.

I DO NOT support the application for local historic district zoning designation.

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Signature

Date





**SURVEY FORM**

**REQUIRED FOR EACH PROPERTY IN THE LOCAL HISTORIC DISTRICT BOUNDARIES**

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(Name of Historic District)

**HISTORIC STRUCTURES SURVEY**

ADDRESS: \_\_\_\_\_

DATE OF CONSTRUCTION: \_\_\_\_\_ Estimated \_\_\_\_\_ Factual \_\_\_\_\_ Source \_\_\_\_\_

CONTRIBUTING: \_\_\_\_\_ NON-CONTRIBUTING: \_\_\_\_\_

**CURRENT DESIGNATIONS:**

\_\_\_ National Register \_\_\_ In National Register District \_\_\_ RTHL \_\_\_ SAL \_\_\_ COA Landmark

**JUSTIFICATION FOR DETERMINATION OF CONTRIBUTING/NON-CONTRIBUTING:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAP KEY NUMBER: \_\_\_\_\_

IN ORIGINAL LOCATION? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, original location, if known: \_\_\_\_\_ Year moved: \_\_\_\_\_

(PHOTO)

Travis County Appraisal District Tax Parcel Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_  
\_\_\_\_\_

**ARCHITECTURAL INFORMATION**

***(This portion of the form is required for all contributing structures only)***

\_\_\_\_\_ Number of stories

**PLAN TYPE**

- \_\_\_\_\_ L-plan
- \_\_\_\_\_ Square
- \_\_\_\_\_ Center Passage
- \_\_\_\_\_ Bungalow
- \_\_\_\_\_ Cape Cod
- \_\_\_\_\_ Ranch
- \_\_\_\_\_ Four Square
- \_\_\_\_\_ Split Level
- \_\_\_\_\_ Other \_\_\_\_\_

**FOUNDATION**

- \_\_\_\_\_ Pier and beam
- \_\_\_\_\_ Stone
- \_\_\_\_\_ Brick
- \_\_\_\_\_ Slab
- \_\_\_\_\_ Other \_\_\_\_\_

**EXTERIOR WALLS**

- \_\_\_\_\_ Wood
- \_\_\_\_\_ Stucco
- \_\_\_\_\_ Stone
- \_\_\_\_\_ Brick
- \_\_\_\_\_ Synthetic siding
- \_\_\_\_\_ Other \_\_\_\_\_

**ROOF TYPE**

- \_\_\_\_\_ Gable
- \_\_\_\_\_ Hipped
- \_\_\_\_\_ Flat
- \_\_\_\_\_ Gambrel
- \_\_\_\_\_ Dormers \_\_\_\_\_ (type)
- \_\_\_\_\_ Other \_\_\_\_\_

**ROOF FEATURES**

- \_\_\_\_\_ Exposed rafter ends
- \_\_\_\_\_ Brackets

**ROOF MATERIALS**

- \_\_\_\_\_ Composition shingles
- \_\_\_\_\_ Tile
- \_\_\_\_\_ Metal \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

**CHIMNEYS**

- \_\_\_\_\_ Number of exterior
- \_\_\_\_\_ Number of Interior
- \_\_\_\_\_ Brick
- \_\_\_\_\_ Stone
- \_\_\_\_\_ Other \_\_\_\_\_

**WINDOW TYPE**

- \_\_\_\_\_ Fixed
- \_\_\_\_\_ Casement
- \_\_\_\_\_ Single hung
- \_\_\_\_\_ Double hung
- \_\_\_\_\_ Decorative screens
- \_\_\_\_\_ Other \_\_\_\_\_

**WINDOW MATERIAL**

- \_\_\_\_\_ Wood
- \_\_\_\_\_ Steel
- \_\_\_\_\_ Aluminum
- \_\_\_\_\_ Vinyl
- \_\_\_\_\_ Other \_\_\_\_\_

**FRONT PORCH**

- \_\_\_\_\_ Gable roofed
- \_\_\_\_\_ Shed roofed
- \_\_\_\_\_ Hip roofed
- \_\_\_\_\_ Full-width
- \_\_\_\_\_ Partial-width
- \_\_\_\_\_ Independent
- \_\_\_\_\_ Inset
- \_\_\_\_\_ Wraparound
- \_\_\_\_\_ Other \_\_\_\_\_

**PORCH POSTS TYPE**

- \_\_\_\_\_ Full height
- \_\_\_\_\_ On piers
- \_\_\_\_\_ Turned
- \_\_\_\_\_ Square
- \_\_\_\_\_ Box columns
- \_\_\_\_\_ Classical columns
- \_\_\_\_\_ Metal
- \_\_\_\_\_ Other \_\_\_\_\_

**PORCH POSTS MATERIAL**

- \_\_\_\_\_ Brick
- \_\_\_\_\_ Metal
- \_\_\_\_\_ Stone
- \_\_\_\_\_ Stucco
- \_\_\_\_\_ Other \_\_\_\_\_

**PORCH RAILINGS**

- \_\_\_\_\_ None
- \_\_\_\_\_ Turned wood
- \_\_\_\_\_ Square wood
- \_\_\_\_\_ Metal
- \_\_\_\_\_ Other \_\_\_\_\_

**DOOR FEATURES**

- \_\_\_\_\_ Single-door primary entr.
- \_\_\_\_\_ With glazing
- \_\_\_\_\_ With transom
- \_\_\_\_\_ With sidelights
- \_\_\_\_\_ Other \_\_\_\_\_

**LANDSCAPE FEATURES**

- \_\_\_\_\_ Sidewalks
- \_\_\_\_\_ Terracing
- \_\_\_\_\_ Drives
- \_\_\_\_\_ Well/cistern
- \_\_\_\_\_ Gardens
- \_\_\_\_\_ Fence \_\_\_\_\_ (material)
- \_\_\_\_\_ \_\_\_\_\_ (height)
- \_\_\_\_\_ Wall \_\_\_\_\_ (material)
- \_\_\_\_\_ \_\_\_\_\_ (height)
- \_\_\_\_\_ Other \_\_\_\_\_

**OUTBUILDINGS**

- \_\_\_\_\_ Detached 1-story garage
- \_\_\_\_\_ Garage apt. (2-story)
- \_\_\_\_\_ Wall material
- \_\_\_\_\_ Roof material
- \_\_\_\_\_ Roof type
- \_\_\_\_\_ Barn
- \_\_\_\_\_ Shed
- \_\_\_\_\_ Other \_\_\_\_\_

**STYLISTIC INFLUENCES:**

- \_\_\_\_\_ Texas Vernacular
- \_\_\_\_\_ Greek Revival
- \_\_\_\_\_ Italianate
- \_\_\_\_\_ Second Empire
- \_\_\_\_\_ Queen Anne
- \_\_\_\_\_ Romanesque Revival
- \_\_\_\_\_ Folk Victorian
- \_\_\_\_\_ Colonial Revival
- \_\_\_\_\_ Renaissance Revival
- \_\_\_\_\_ Gothic Revival
- \_\_\_\_\_ Tudor Revival
- \_\_\_\_\_ Neo-Classical

- \_\_\_\_\_ Beaux Arts
- \_\_\_\_\_ Mission
- \_\_\_\_\_ Monterey
- \_\_\_\_\_ Pueblo Revival
- \_\_\_\_\_ Spanish Colonial
- \_\_\_\_\_ Prairie
- \_\_\_\_\_ Craftsman
- \_\_\_\_\_ Art Deco
- \_\_\_\_\_ Moderne
- \_\_\_\_\_ International
- \_\_\_\_\_ Minimal Traditional
- \_\_\_\_\_ Post-war Modern
- \_\_\_\_\_ Ranch style

- \_\_\_\_\_ Commercial Style
- \_\_\_\_\_ Contemporary
- \_\_\_\_\_ No Style
- \_\_\_\_\_ Other \_\_\_\_\_

**BUILDING HISTORY**

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
- \_\_\_\_\_ State Archeological Landmark
- \_\_\_\_\_ City of Austin Historic Landmark

SURVEY DATE: \_\_\_\_\_

SURVEYOR: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

RESEARCHER: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

PERSON MAKING EVALUATION OF CONTRIBUTING/NON-CONTRIBUTING STATUS:

\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_



**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 PROPERTIES:  
NUMBER: \_\_\_\_\_ PERCENT OF TOTAL: \_\_\_\_\_

NON-CONTRIBUTING PROPERTIES:  
NUMBER: \_\_\_\_\_ PERCENT OF TOTAL: \_\_\_\_\_

What are the main reasons buildings were determined to be non-contributing to the district?

4. PRINCIPAL ARCHITECTURAL STYLES AND PERIODS OF CONSTRUCTION

5. PERIOD(S) OF SIGNIFICANCE

6. ARCHITECTURAL COMPOSITION OF THE DISTRICT

A. CONTRIBUTING SINGLE-FAMILY RESIDENTIAL BUILDINGS

i. STORIES

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

ii. MATERIALS

a. WALLS

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

b. ROOF

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

c. WINDOWS

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

iii. ROOF TYPES

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

iv. 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.

- v. **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.
  - vi. **CHIMNEYS**  
Describe the principal materials and placement of chimneys on contributing residential buildings within the district.
  - vii. **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.
  - ix. **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. MULTI-FAMILY/APARTMENT BUILDINGS**  
Describe the number of stories and principal exterior materials of apartment buildings which contribute to the historical character of the district.
- C. CONTRIBUTING COMMERCIAL BUILDINGS**
- i. **STORIES**  
How many stories are the contributing commercial buildings in the district (one-story, two-story, more than two stories)?
  - ii. **MATERIALS**
    - a. **WALLS**  
What are the principal exterior wall materials used on contributing commercial buildings in the district?
    - 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?
  - iii. **ROOF TYPES**  
What roof types define the architectural character of contributing commercial buildings in the district (flat, front-gabled, side-gabled, hipped)?
  - iv. **ADDITIONS**  
For additions which define the historic and architectural character of the district, describe the height, placement on the building, and whether the materials of the addition match those on the main building.
  - v. **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.)?

D. 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.

E. 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.

7. ASSESSMENT OF INTEGRITY

Describe the criteria for assessing the integrity of buildings within the district or how you decided whether each 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: \_\_\_\_\_

NEIGHBORHOOD ASSOCIATION REPRESENTATIVE

Name: \_\_\_\_\_

Neighborhood Association: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

E-mail: \_\_\_\_\_