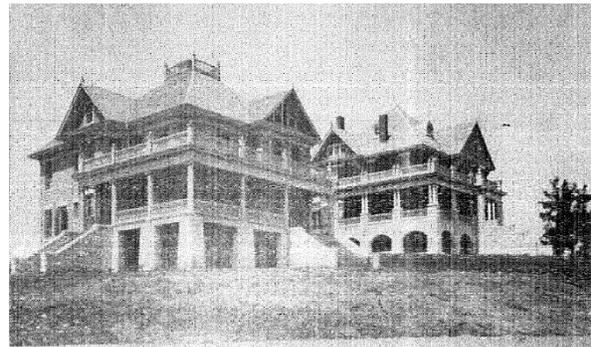


Historic Districts in Austin: Application Guide



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Background

Historic districts were established as a way to steward growth and change in Austin’s older neighborhoods. As a planning tool, they take a holistic approach to preserving local heritage and culture by recognizing the value of neighborhoods, streetscapes, and other related groups of buildings. Put simply, the places where Austinites raised families, ran businesses, and built communities tell our city’s story.

A historic district may be a geographic area or a thematically defined group of buildings; either way, it is united by its history and/or architecture. To qualify as a historic district, an area must have enough intact historic fabric to tell its story and have support from a substantial proportion of property owners. In practice, that means that at least 51 percent of the principal structures in the proposed district must be “contributing,” and that the owners of at least 51 percent of the district’s land area—or at least 51 percent of the total number of property owners in the district—must support initiating rezoning as a historic district.

Historic district designation establishes design standards (also known as a preservation plan), which protect the area’s historic character. Design standards help preserve the character-defining features of historic districts by providing standards for the repair, rehabilitation, and preservation of, and additions to, contributing buildings. They also guide ground-up, stand-alone new construction so that it is compatible with the district’s historic architectural character. Design standards are based on the Secretary of the Interior’s Standards for Treatment of Historic Properties, a national set of preservation principles.

The City’s historic review process ensures that exterior changes to contributing properties and new construction comply with the design standards, and is an extension of the historic review process for projects on any 45+ year-old building. In historic districts, a Certificate of Appropriateness must be granted before a building, demolition, or relocation permit will be issued, and may be required for work even if a building permit is not necessary. Many changes may be approved administratively by City Historic Preservation Office staff; changes that affect the historic character of the property or the district are reviewed by the Historic Landmark Commission. See the [Historic Preservation Office website](#) for more information.

Property owners in a historic district are *not* required to make changes to their properties or restore buildings to their historic appearance. The historic review process applies only when a property owner initiates a construction project that requires a Certificate of Appropriateness.

Definitions

Character-defining features: Visual and physical elements that help create a building or district’s identity.

Contributing properties: Buildings, structures, or sites that are at least 50 years old, were built during the district’s period of significance, and retain a high degree of integrity.

Historic integrity: A property’s ability to convey its historic significance. Integrity is evaluated using seven “aspects”: location, design, setting, materials, workmanship, feeling, and association.

Noncontributing properties: Buildings, structures, or sites that are fewer than 50 years old, were not built during the district’s period of significance, and/or do not retain integrity.

Period of significance: Span of time in which a property or district attained significance, usually when a substantial amount of construction took place.

Principal structure: The structure in which the main use of a property is conducted.

Significance: A property or district’s importance to the history, architecture, archaeology, engineering, or culture of a community, the state, or the country.

Thinking About a Historic District

There are a number of factors to consider when considering historic district designation.

Applicant Team

The application process involves significant effort and time, including extensive outreach. The City helps to facilitate the process, but community members do most of the work on an application. While individuals have successfully spearheaded historic district applications with the support of their neighbors, it is recommended that applications are completed by a team. This may be a subcommittee of an existing neighborhood organization or less formal group.

Historic Integrity

At least 51 percent of principal structures must be contributing for an application to be submitted. If your neighborhood is included in a historic resources survey, check it for proposed historic district boundaries and/or integrity assessments. Properties in National Register historic districts can also look at the district application for guidance on potential boundaries and contributing/noncontributing status. If you are not sure if a historic resources survey or National Register historic district application has been completed for your area, contact the Historic Preservation Office at preservation@austintexas.gov or (512) 974-3393. Staff can provide information on past surveys and conduct field visits to look at historic integrity.

Community Support

The City Council takes property owner support or opposition into account when making the decision whether to designate a historic district. In fact, at least 51 percent support is required—by the number of property owners or by land area—for an application even to be formally submitted to the City. The applicant team should reach out to property owners early and often to ensure a high level of support for designation.

Boundaries

The minimum size for a historic district is one block face. Proposed districts must be contiguous, with no “donut holes” carved out of the middle. It is up to the applicant team to decide how to structure the district beyond those requirements. Original subdivision lines, physical or geographic characteristics, or identity as a neighborhood can all help to define a district’s boundaries. Retention of historic integrity can also be considered: The district may exclude portions of the original subdivision that lack historic integrity, or include adjacent subdivisions if they have historic integrity and are historically and/or architecturally linked.



The Mary Street Historic District includes two block faces, one on the north side of the street and one on the south side. The property at the southeast corner is excluded from the district because the principal building faces the intersecting street, not E. Mary Street.

18 Steps to a Historic District

Community members typically initiate the application process and are the driving force behind designation. Though the Code allows the Historic Landmark Commission or City Council to initiate historic district designation, all of Austin's historic districts to date have been designated through community-led efforts. It is strongly recommended that community outreach be conducted throughout the application process.

Historic Preservation Office staff are available throughout the process to meet with applicants and other local stakeholders to review the application and answer any questions. Contact preservation@austintexas.gov or (512) 974-3393 to ask questions or request a meeting.

Recommended Steps

- 1) Meet with Historic Preservation Office staff to learn about the historic district application process and find out if a historic resources survey has been completed for your neighborhood.
- 2) Form an applicant team and look at potential boundaries for your district.
- 3) Meet with Historic Preservation Office staff and discuss historic integrity within the potential boundaries.
- 4) Work with Historic Preservation Office staff to schedule an informational presentation. This often happens at neighborhood association meetings, and may occur before #2 or #3.
- 5) Work with Historic Preservation Office staff to schedule a District Discussion (*optional*).
- 6) Complete a draft application, including design standards. One of the sections must be completed by a historic preservation professional, unless the area has been included in a historic resources survey or a National Register historic district.
- 7) Submit the draft application to Historic Preservation Office staff for review. Within 30 days, staff will send any suggested changes to the applicant team for revisions.
- 8) Revise and re-submit the draft application to the Historic Preservation Office.
- 9) Work with Historic Preservation Office staff to schedule a design standards workshop.
- 10) Historic Preservation Office staff organize and facilitate the design standards workshop for property owners and residents within the proposed district.
- 11) Review the suggestions from the workshop or via other communications and revise the draft design standards as appropriate.
- 12) Submit the revised draft design standards to the Historic Preservation Office. Within 30 days, staff will send any suggested changes to the applicant team for revisions.
- 13) Historic Preservation Office staff mail the final draft of the proposed design standards and a ballot to all property owners within the proposed historic district.
- 14) Submit a final application to the Historic Preservation Office for a final completeness review. To submit an application, ballots must have been received demonstrating the support of at least 51 percent by property owners or land area.
- 15) Formally submit the application to Land Use Review and Intake in the Development Services Department.
- 16) The Historic Landmark Commission reviews the application.
- 17) If the Historic Landmark Commission recommends historic district zoning, the case proceeds to the Planning or Zoning and Platting commission for a recommendation.
- 18) The case proceeds to the City Council for a final decision. If the Council approves the proposed historic district, the zoning classification "HD" is applied to the base zoning for all properties within the district.

How Long Does It Take?

The length of the application process varies depending on the community: who completes the application and how much outreach is conducted are key factors. Past applications for successful historic districts have been compiled in as little as a few months or over a period of years. After an application is formally submitted, review by the Historic Landmark Commission, Planning Commission or Zoning and Platting commission, and City Council typically takes 3 to 4 months.

Application Process

Application

The application can be completed by community members or a consultant, though a historic preservation professional must evaluate contributing/noncontributing status. See the Application Instructions section.

Outreach

Applicant team

The applicant team is principally in charge of outreach, supported by City mailings to ensure all property owners are aware of the proposed district. Past applicants have created websites, sent email updates, gone door-to-door, distributed flyers, conducted outreach at community events, spoken at neighborhood association meetings, and/or held house parties to notify and involve their neighbors. City staff can advise on outreach strategies, provide some outreach materials, and review community-generated materials.

Informational presentation

Historic Preservation Office staff regularly give brief informational presentations on the historic district application process, as well as the benefits and responsibilities that come with designation. These often take place at neighborhood association meetings and help community members decide if they would like to learn more and/or move forward with the application process.

District Discussion

If requested by the applicant team or neighborhood association, the City may facilitate a District Discussion prior to completion of a draft application or design standards. The District Discussion provides stakeholders an opportunity to ask questions and discuss hopes and concerns around historic district designation in small groups, early in the process. City staff will collect and answer questions from each small group. Either City staff or the applicant team can coordinate the event location, which should be an ADA-accessible public or community space (e.g., a school, religious building, or community center) located in or near the proposed district, if possible. City staff mail District Discussion invitations to all property owners within the proposed district, using TCAD addresses.

Design standards workshop

The design standards workshop is facilitated by Historic Preservation Office staff for property owners and residents within the proposed district. At the workshop, stakeholders have the opportunity to ask questions and provide feedback on the application and the draft design standards, which the City will mail to property owners along with the workshop invitation. City staff or the applicant team can coordinate the event location, which should be an ADA-accessible public or community space (e.g., a school, religious building, or community center) located in or near the proposed district, if possible. City staff mail invitations to the design standards workshop to all property owners within the proposed district, using TCAD addresses.



District Discussion in the Hancock neighborhood, 2019.

Design Standards

The applicant team develops draft design standards as part of the draft application, which are then reviewed by the City as described in the City Review section below. After City review and any revisions by the applicant team, the City mails the design standards to all property owners within the proposed district, along with an invitation to the design standards workshop (see Outreach section above).

The workshop allows community members to provide additional feedback to the applicant team within a specified time period (at least 30 days is recommended). After considering feedback, the applicant team revises the design standards and re-submits them for City review, which may take up to 30 days. The City may require changes to comply with the Land Development Code and legal standards.

Subsequent to that review and any revisions, the City mails out the revised draft of the design standards with ballots for the proposed district. See the Voting section below.

Austin has seven historic districts, each with relatively similar design standards. The applicant team may want to look at these standards as a guide (www.austintexas.gov/department/historic-districts). *Note:* As of July 2019, citywide Historic Design Standards are being drafted by a Historic Landmark Commission-created working group. If adopted by City Council, these standards will apply to all future historic districts; individual districts could prepare an addendum to the Historic Design Standards if desired.

City Review

The Historic Preservation Office reviews at least one draft of the full application and two drafts of the design standards. The design standards are also reviewed by the Law Department and Austin Energy. The initial review of the full draft application may take up to 30 days. If an application is missing information or includes inaccuracies, the Historic Preservation Office may request to review a second draft prior to formal submittal of the final draft.

After a draft of the full application is submitted to the City, a hard copy is available for review in the Planning and Zoning Department office. The office is open Monday through Friday, 7:45 a.m. to 4:45 p.m.

Voting

After Historic Preservation Office staff have reviewed the final draft of the application and design standards, the Historic Preservation Office mails the design standards, a district map, and a ballot to all property owners within the district boundary, using TCAD addresses. City staff work with the applicant team to set a target date for ballot submittal, though ballots may be returned at any time until the City Council makes its decision. Property owners may return their ballot directly to the Historic Preservation Office or give them to the applicant team to return.

Each property owner may vote once. If the individual who signs the ballot is not the owner on record, they must also submit documentation demonstrating that they have legal authority to sign the ballot. This typically takes the form of a certificate of incumbency.

Only affirmative votes in support of the district are counted toward the threshold of support. Any property owner who does not return the form will be counted as a “no” vote. Contributing properties owned by the City or another governmental entity are counted in favor of the district, up to one-third of 51 percent of the district’s land area. Government-owned noncontributing properties are not calculated as part of the district area.

Historic Preservation Office staff log votes as ballots are received and notify the applicant team of results on an ongoing basis. Staff will call and email a sample of at least 20 percent of the property owners who

returned ballots to verify accuracy. All ballots are included in the final application submittal (see below). The ballots then become a part of the public record for the case.

Submittal

The applicant must provide a hard copy of the complete final application to Historic Preservation Office staff, who will add the ballots and check for completeness. After staff certify the application as complete, the applicant team formally submits the application to [Land Use Review and Intake](#) in the Development Services Department.

Call the Land Use Review division at (512) 974-1770 to schedule an intake appointment. At least 48 hours' notice is typically required to schedule an intake appointment, but it is recommended that the applicant make the appointment a week in advance. [Submittal fees](#) can be paid by check or credit card.

The application will be placed on a Historic Landmark Commission agenda within 60 days of submission. Deadlines for submission are five weeks in advance of a Historic Landmark Commission meeting. Because historic district applications require more processing than typical applications, an application submitted less than a week before the deadline for the next meeting may be placed on the subsequent meeting's agenda.

Public Hearings

An application must be presented to three governing bodies – the Historic Landmark Commission, the Planning Commission or Zoning and Platting Commission, and finally City Council – at their regularly scheduled public hearings. At public hearings, community members may provide testimony on the proposed district. Each commission may recommend the addition or removal of provisions in the design standards, or a change to the proposed boundaries (reduction only). The City Council makes the final decision about which commission recommendations to accept or reject.

Property owners, utility account holders, and registered community organizations within the district and within 500 feet of its boundaries receive notices of public hearings at the Historic Landmark Commission, Planning Commission or Zoning and Platting Commission, and City Council.



Historic Landmark Commission

The Historic Landmark Commission will review the case, hear public testimony, and make a decision whether to recommend historic district zoning. If a majority of commissioners vote to recommend the zoning change, the case will advance to the Planning Commission and City Council. If the Commission does not recommend the zoning change, the case does not advance.

Land Use Commission (Planning Commission or Zoning and Platting Commission)

Depending on whether the proposed district is located in a neighborhood plan area, the Planning Commission or Zoning and Platting Commission will review the case, hear public testimony, and provide an advisory vote whether to support historic district zoning. The land use commission hearing for a historic district application typically happens 2 to 4 weeks after the Historic Landmark Commission hearing.

City Council

The City Council will review the case, hear public testimony, and make a decision whether to zone the proposed district historic. As with all zoning cases, the proposed historic zoning ordinance will have three readings. These can be done at the same meeting, if at least seven Council members support the ordinance, or separate meetings. The City Council typically considers a historic district zoning ordinance 4 to 6 weeks after the land use commission hearing.

A majority vote of Council members is required to zone a district historic (6 of 11), unless a valid petition has been filed (see below). If the Council approves the historic district zoning ordinance, the zoning classification “HD” is applied to the base zoning for all properties within the district.

Opposition

If property owners along a particular street are opposed to the creation of the historic district, then that information is taken into consideration by the Historic Preservation Office, the Historic Landmark Commission, the land use commission, and City Council. Each body prior to the public hearing by the City Council may recommend boundary changes to a proposed district. The overriding consideration is whether the boundary change will negatively affect the character and viability of the proposed district. An individual property owner may not “opt out” of the district; rather, he or she may formally object to its creation, which may cause the commissions and/or Council to propose a boundary change.

Opponents of the district may file a valid petition signed by owners of at least 20 percent of the land area within the proposed district. This valid petition requires a supermajority of City Council members (at least 9 of 11) to vote in favor of the district zoning for the proposal to pass.

Changing Property Status

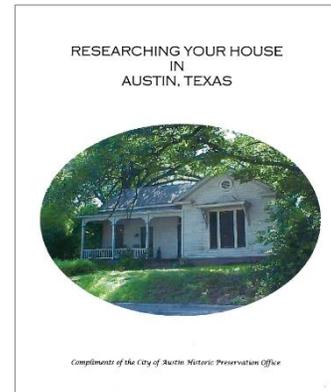
A City property tax incentive is available for projects that return noncontributing properties to contributing status. The building must have been constructed within the district’s period of significance and can be restored and/or non-historic additions or materials removed. Speak with Historic Preservation Office staff early in the planning stages *and before work begins* to ensure that the completed building will be contributing and to learn about City tax incentives available for the work. After the project is finished, the Historic Landmark Commission, land use commission, and City Council will review the property and formally change its status from noncontributing to contributing.

Expanding the Boundaries of an Existing Historic District

The boundaries of an existing historic district may be expanded through a similar process as designating a new historic district. As with a new district application, conduct outreach to property owners within the proposed expansion early. Historic Preservation Office staff will facilitate at least one public event to provide information and answer questions. An application form should be filled out with all required attachments for the area proposed to be added; design standards from the existing historic district should be used as attachment #4 (see Application Instructions).

Resources

- Historic Preservation Office staff are available for in-person and phone meetings, as well as public presentations and workshops.
- The Historic Preservation Office website includes information on existing historic districts, including design standards, and a Research Guide to researching the history of the district and individual buildings. Learn more at www.austintexas.gov/department/historic-preservation.
- Preservation Austin offers quarterly matching grants of up to \$5,000 that can be used to support historic resources surveys and local designation. Learn more at www.preservationaustin.org/programs/grants.



Application Instructions

Questions? Contact the Historic Preservation Office at preservation@austintexas.gov or (512) 974-3393.

DISTRICT NAME

GEOGRAPHICAL DESCRIPTION

Provide a general geographical description of the district boundaries and total acreage of the district. As noted earlier, the minimum size for a historic district is one block face, and proposed districts must be contiguous, with no “donut holes” carved out of the middle. Past districts have used subdivisions as a guide, though only a few districts follow the exact subdivision 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.”

ACREAGE OF DISTRICT

Ask Historic Preservation Office staff for assistance calculating the exact acreage of the district.

PERIOD OF SIGNIFICANCE

The period of significance is typically the era of earliest development within the district, the periods of greatest construction activity, and/or when significant historical events occurred. To be a contributing property in the district, a principal structure must have been built during the period of significance.

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. Two houses were built in the district in 1953.

The period of significance for this district would be 1897-1928. The 1953 houses would not be considered contributing resources because they were not built during the period of significance for the district, even though they are more than 50 years old.

PROPERTY SUMMARY

Fill in this information after completing the inventory of all buildings in the district. Evaluation of which buildings are contributing to the historic district must be prepared by a historic preservation professional who meets the Secretary of the Interior’s Professional Qualifications for a Historian or Architectural Historian and approved by the Historic Preservation Office. Contributing/noncontributing evaluations from a historic resources survey or National Register historic district application may be used.

Contributing properties are at least 50 years old, were built during the district’s period of significance, and retain a high degree of integrity. Noncontributing properties are fewer than 50 years old, were not built during the district’s period of significance, and/or do not retain integrity.

PRINCIPAL ARCHITECTURAL STYLES AND PERIODS OF CONSTRUCTION

Describe the architectural styles and periods of construction that characterize contributing buildings.

Example: Tudor Revival and Spanish Colonial Revival houses built from the 1910s through the 1940s, 1920s Craftsman bungalows, and 1930s vernacular cottages.

REQUIRED ATTACHMENTS

1) *Map showing district boundaries and contributing and noncontributing principal buildings*

District boundaries should be based on original subdivision lines, physical or geographic characteristics, identity as a neighborhood, or historic ownership, and must be supported by the historic context. Boundaries of the district may exclude portions of the original subdivision that lack integrity or include adjacent subdivisions if there is demonstrable unity of architecture and history. A historic district must be at least one block face and contiguous.

2) *Historic context narrative*

The historic context narrative tells the story of the architectural, social, and cultural history of the district—from its early history until the present, and establishes the district within the larger context of local and/or national trends. Refer to the [Research Guide](#) and the [National Register of Historic Places](#) for assistance in researching and writing the historic context.

The narrative must include references to individuals and events important to its development, as well as a bibliography of all sources consulted. Footnotes are not necessary.

The narrative should include at least five sections that answer the following questions. Additional sections may be added depending on the history of the proposed district.

- i) Development and settlement patterns
 - When did the area begin to develop in its current settlement pattern?
 - When and where were the first buildings constructed in the area?
 - What are the names of the subdivisions in the area? How do they relate in history and architecture to the subdivision in question?
 - When did the greatest period(s) of growth occur in the district? What buildings reflect that growth?
- ii) Social, cultural, economic, racial, and ethnic history
 - Who lived and worked in the district?
 - Did the social, cultural, economic, racial, and/or ethnic character of the district change over time? How?
 - How do the buildings, sites, structures, and settlement patterns of the district reflect its history?
- iii) Architects and builders
 - Which architects and builders are associated with the construction of buildings within the district? Provide a brief biographical sketch of each architect or builder and list the buildings associated with each.
 - Does the district include significant concentrations of work by any architect and/or builder?
- iv) Statement of significance
 - Did any significant events occur in the district that impacted the development or growth of this area of the city, or had significance at the state or national level?
 - Does the development of the district reflect social, cultural, economic, racial, or ethnic stories of Austin, the state, or the nation?
- v) Bibliography

3) *Character-defining features*

Character-defining features are the visual aspects and physical features that characterize a building and district. This section should include the following subsections:

- i) Character-defining features of buildings. Building forms and architectural styles of contributing buildings, using information from the district inventory and survey forms.
- ii) Character-defining features of the district. General locations of buildings within the district, including setbacks from the street, orientation of driveways, placement of outbuildings such as garages and secondary living spaces, and placement of fences, walls, street lighting, sidewalks, and other landscape features.
- iii) Modifications. Discuss what distinguishes a contributing building from a 50+ year-old noncontributing building (e.g., additions, new siding, new windows, enclosed porches). Changes that occurred during the period of significance may have obtained historical significance of their own and may not adversely impact integrity. This information should be provided by the preservation professional, historic resources survey, or National Register historic district application that evaluates which buildings are contributing within the district.
- iv) Integrity of the district. Discuss how the area retains the spatial organization, physical components, design aspects, and historic associations that it acquired during its period of significance.

4) *Design standards*

Design standards help preserve the character-defining features of historic districts and properties by providing standards for the repair, rehabilitation, preservation, and restoration of contributing buildings. They also guide ground-up, standalone new construction to be compatible with the district’s architectural character. Design standards are based on the Secretary of the Interior’s Standards for Treatment of Historic Properties, a national set of preservation standards.

Design standards provide guidance for property owners, architects, and builders when planning modifications to contributing properties and new construction within the district. They also are important for Historic Preservation Office staff and the Historic Landmark Commission when reviewing applications for a Certificate of Appropriateness.

Design standards should be based on the Secretary of the Interior’s Standards for Rehabilitation.

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.

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION (CON'T)

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.

The design standards may include required standards and advisory recommendations. They must include at least two sections:

- i) Modifications to contributing properties
 - Exterior alterations, additions, and permanent site features of contributing properties
 - Public facilities, including street lighting, street furniture, signs, landscaping, utility facilities, sidewalks, and streets
 - Property owners may be allowed and encouraged to utilize materials and mechanisms to promote sustainability, including but not limited to roofing systems, solar technologies, energy generation and efficiency, water collection and reuse, rain-collection systems, and drought-tolerant, native, and edible landscaping and gardens.
- ii) New construction
 - Base standards for new construction on the massing, scale, materials, fenestration patterns, floor-to-floor ratios, and building location of contributing buildings.

5) Property inventory

The property inventory includes a table and photographs of all properties within the district. For the table, list every property, property owner, legal description, tax parcel identification number, determination of contributing or noncontributing status, architectural style, and indication of property owner support for the zoning revision.

Submit an electronic color photo of each building showing its front façade and side elevation (oblique view). Significant outbuildings and landscape features may be included. Also submit photographs of representative streetscapes and alleys in the context narrative to illustrate typical public views and convey a sense of the scale and density of buildings and street features like trees, streetlights, and benches.

All photographs should be taken from the public right-of-way unless the property owner has given permission to enter the property.

Photos must conform to the following specifications:

- Two megapixels (1200 x 1600 pixel image) at 300 dpi or higher; JPEGs preferred.
- Name files using the following format: Streetname_Addressnumber (e.g., E6thSt_100.jpg). If there is more than one image for the property, add a dash followed by the photo number (e.g., E6thSt_100-1.jpg, E6thSt_100-2.jpg).
- Submit the photographs on a clearly labeled CD, DVD, or jump drive.

6) *Survey forms*

Complete a survey form for every principal structure within the district, with architectural information included for contributing properties. Secondary buildings such as garage apartments may be included on the same survey form as a principal structure if they are located on the same lot. Organize the survey forms alphabetically by street and then numerically by address number and submit them as a single PDF.

Evaluation of which buildings are contributing to the historic district must be prepared by a historic preservation professional who meets the Secretary of the Interior's Professional Qualifications for a Historian or Architectural Historian, and will be evaluated by the Historic Preservation Office. As noted earlier, this information may also be drawn from a historic resources survey or National Register historic district application.

7) *Ballots*

At least 51% of the property owners within the proposed district *or* owners of at least 51% of the land area must support the application for it to be submitted. The Historic Preservation Office will mail a ballot to every property owner in the district. Property owners may submit their ballots directly to the Historic Preservation Office or to the applicant team; the applicant team may copy and re-distribute the ballot form as needed.

Each property owner may vote once, no matter how many properties they own. If the individual who signs the ballot is not the owner on record (e.g., if the property is owned by an LLC or trust), they must also submit documentation demonstrating that they have legal authority to sign the ballot. Condominium owners must submit only one ballot for the entire property.

When the applicant provides a hard copy of the final application to the Historic Preservation Office, staff will add the ballots.

A filing and notification fee must be paid when the application is submitted. [View current fees.](#)