



Maplewood Historic Preservation Commission

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Nomination Application

This application packet is used to file an application for the nomination of a property as an individual landmark or for a group of properties as an historic district that requires approval by the Maplewood Historic Preservation Commission. The packet is a tool for gathering information relevant to an application. It contains a checklist of the commission with authority to recommend the designation of landmarks and historic districts and to adopt design guidelines for designated properties. (2010-Or-2644-10, § 1, 10-19-10)

§ 7. Designation of historic sites and historic districts

- A. Criteria. The Commission shall consider for designation any buildings, structures, objects, sites, or districts within the Township which merit designation and protection, possessing integrity of location, design, setting, materials, workmanship and being:
- (1) Of particular historic significance to the Township of Maplewood by reflecting or exemplifying the broad cultural, political, economic, or social history of the nation, state, or community; or
 - (2) Associated with a historic personage(s) important in national, state or local history; or
 - (3) The site of a historical event which had a significant effect on the development of the nation, state, or community; or
 - (4) An embodiment of the distinctive characteristics of a type, period, or method of architecture or engineering; or
 - (5) Representative of the work of an important builder, designer, artist or architect; or
 - (6) Significant for containing elements of design, detail, materials, or craftsmanship which represent a significant innovation; or
 - (7) Able or likely to yield information important in prehistory or history.

- B.
1. Nomination of property.
 - (a) Any interested party or the Commission may make a nomination proposal for designation of a historic site or historic district. The party making such a proposal shall prepare and submit to the Commission a nomination for each proposed historic site or district.
 - (b) Notification. Upon receipt and distribution of a nomination proposal to the Commission for review, the Commission will notify the owners of the nomination and will advise the owner of the significance and consequences of designation and the rights of the owner(s) of record under the provisions of this chapter.
 2. Nomination report, preparation and contents.
 - (a) The commission shall vote to accept or reject the nomination proposal. Upon acceptance, the Commission shall produce or oversee the production of a nomination report for the proposed designation.
 - (b) For individual historic site designations, the nomination report shall include one or more photographs (black and white or color) showing the current condition of the building; the tax lot and block number of the property as designated on the official Tax Map of the Township; and a physical description and statement of significance of the site, as it relates to the criteria for designation set forth above.
 - (c) For historic district designations, the report shall include a building-by-building inventory of all properties within the district, including addresses and tax map block and lot; photographs of all properties within the district; a written boundary description; a property map of the district showing boundaries; and a physical description of all properties and statement of significance for the district, as it relates to the criteria for designation set forth above.
 3. Initiation of designation process. After initial review of the nomination report, the Commission shall, by motion, determine whether to initiate the designation process for the proposed designation.
 4. Scheduling hearing and notice to owner(s). Upon a determination to initiate the designation process, the Commission shall schedule a public hearing on the proposed designation of a historic site or historic district.

For more information regarding the process and procedure for designation, please visit the [Ordinance](http://www.historicmaplewood.com) page on www.historicmaplewood.com.

MAPLEWOOD HISTORIC PRESERVATION COMMISSION

Designation Report for Historic Landmark

Landmark #

1. Historic name of property:

2. Street Address:

3. Tax Map information: Block Lot

4. Current owner (name, address, phone):

5. Description at time of designation, including size and placement on lot, outbuildings, etc.:

6. Ownership history for property:

7. Statement of significance, incorporating criteria for designation:

8. Findings from public hearing:

9. Statements from HPC:

Prepared by:

Date: