

# LANDMARK, PROTECTED LANDMARK, OR ARCHAEOLOGICAL SITE DESIGNATION APPLICATION FORM



PLANNING &  
DEVELOPMENT  
DEPARTMENT

## PROPOSED DESIGNATION

Landmark\*       Protected Landmark (and Landmark)\*       Archaeological Site

\*Landmarks outside of historic districts are subject to the 90-day waiver. Landmarks within historic districts and all Protected Landmarks are **NOT** subject to the 90-day waiver. See Sec. 33-250 of the Code of Ordinances, Chapter 33, Article VII - Historic Preservation at <http://www.houstontx.gov/codes/index.html>. Protected Landmarks are also subject to the Demolition by Neglect provisions in Sec. 33-254.

Contact the Historic Preservation Office at 832-393-6556, or email [historicpreservation@houstontx.gov](mailto:historicpreservation@houstontx.gov) for more information.

## SITE INFORMATION

*NOTE: Site information is required and must accompany the application. Please provide a copy of the deed or other similar document verifying ownership and providing the property legal description.*

Site Address \_\_\_\_\_

Tax Account Number \_\_\_\_\_

General Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subdivision \_\_\_\_\_

Lot \_\_\_\_\_

Block \_\_\_\_\_

## APPLICANT INFORMATION

### OWNER

Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### APPLICANT (if other than owner)

Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## DOCUMENTATION MUST BE PROVIDED WITH APPLICATION (WHERE APPLICABLE)

- ***IF Site is already designated as a City of Houston Landmark, OR listed individually in the National Register of Historic Place OR designated as a Recorded Texas Historic Landmark OR State Archeological Landmark:***

A) Complete copy of the original nomination. If site has received multiple designations, or if there have been any amendments/revisions which provide information necessary to meet designation criteria found in the Historic Preservation Ordinance, please provide this information too.

- B) Statement/description regarding current physical condition and information/dates of previous alterations and renovations since the original nomination(s) was (were) written
  - C) Digital images or color photographs - if a building and its outbuildings (i.e. garage), structure or object, submit images of all sides of the exteriors. If an archaeological site, submit images that depict the condition of the site and any above-ground or surface features and disturbances. (If relevant to the evaluation of significance, submit images that illustrate artifacts that have been removed from the site and where those objects are housed).
- ***IF SITE is designated only as a “contributing” structure in a National Register Historic District, OR IF the building was constructed more than 100 years prior to the completed application date and is NOT designated as a City of Houston Landmark, OR individually listed in the National Register of Historic Places, OR designated as a Recorded Texas Historic Landmark OR State Archeological Landmark AND the application is for ONLY “PROTECTED LANDMARK” status, then the application must ALSO include the seeking of Landmark status:***
    - A) Complete description of the Landmark, Protected Landmark OR Archaeological Site including historic name/s; date/s of construction/habitation/alteration/s; architect/s if known; contractor/builder/s if known; general characteristics (means of construction, foundation, building size and shape, building materials, roof form and construction, and style/influences of architecture); geographical setting (orientation on site, site size); brief history of neighborhood/subdivision in which it is located; describe facades (obvious distinctive features); site features and relationship to main building (topography, outbuildings, drives, walks, fences, gates, major trees, general plantings, etc.) and statement of physical condition and each aspect of integrity which may relate to location, setting, workmanship, materials, design, feeling and association. If applicable, provide a determination letter from the Texas Historical Commission that the structure is “contributing” to an Historic District listed in the National Register of Historic Places) (SEE EXAMPLE OF NARRATIVES).
    - B) Images - same as above.
    - C) Documentation that satisfies at least one (1) of the criteria contained in Section 33-224, Houston Code of Ordinances for Landmark or Archaeological Site designation OR Protected Landmark when site was constructed more than 100 years prior to the completed application date, has designation as individually listed or as “contributing” structure of the National Register or if designated as a Recorded Texas Historical Landmark or State Archaeological Site and that satisfies at least three (3) of the criteria contained in Section 33-224, Houston Code of Ordinances for Protected Landmark designation if the building has been designated as a Landmark.

### ***Criteria for Designation - Section 33-224 – Historic Preservation Ordinance***

1. Possess character, interest or value as a visible reminder of the development, heritage, and cultural and ethnic diversity of the city, state, or nation.
2. Location of a significant local, state or national event.
3. Identified with a person who, or group or event that, contributed significantly to the cultural or historical development of the city, state or nation.
4. Exemplify a particular architectural style or building type important to the city.
5. Best remaining examples of an architectural style or building type in a neighborhood.
6. Identified as the work of a person or group whose work has influenced the heritage of the city, state or nation.
7. Specific evidence exists that unique archaeological resources are present.
8. Has value as a significant element of community sentiment or public pride.