



LANDMARK AND HISTORIC DISTRICT NOMINATION PROCEDURES

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SECTION 1 INTRODUCTION

In every community, there are certain buildings, neighborhoods, and open spaces that traditionally have maintained a special meaning for local residents and which create the unique character and heritage of that particular place.

Recognizing this fact, in 1978 the Wichita Falls City Council created the Design Review Commission Ordinance, Number 3307, Section 1.3b, which offers recognition to those historic resources determined to be eligible for designation as "Wichita Falls Landmarks."

Criteria for Eligibility for a Tax Freeze on Approved Historic Rehabilitation/Renovation Improvements

Designation as a Wichita Falls Landmark or Historic District not only brings honor and recognition but also can make property owners eligible to be considered for tax benefits and improvement incentives. Property locally designated as a City landmark and within a recognized historic district may be eligible for a tax freeze on approved renovation/rehabilitation improvements. The rehabilitation project and plans must first be presented and reviewed by the Landmark Commission for Design Review approval. Upon approval of the proposed rehabilitation plans, the project owner may apply to City Council (based on the requirements outlined below and Part II, Chapter 98, Article IV, Sec. 98 of the City Code of Ordinances) for a historic tax freeze on the portion of the property tax for the City of Wichita Falls for the assessed value of the approved renovations/rehabilitations.

The cost of a historic rehabilitation project must exceed:

- (a) **Commercial Projects or Improvements**, 50 percent of the assessed valuation of the structure for the year the rehabilitation is to begin or \$100,000, whichever is less. The tax freeze shall not exceed five years following completion of the rehabilitation project.
- (b) **Single-family Residence**, 25 percent of the assessed value of the structure for the year the rehabilitation is to begin or \$50,000.00, whichever is less. The tax freeze shall not exceed eight years following completion of the rehabilitation project.

Local historic designation also provides protection to the property from inappropriate alterations, demolition, and neglect, thus assuring the community of a sense of stability in the face of rapid environmental change.

SECTION 2 CRITERIA FOR EVALUATION

Design Review Commission Ordinance No. 3307 (Section 1.3b), City of Wichita Falls, states that members of the Landmark Commission “*shall thoroughly familiarize themselves with the buildings, land, and areas within the city which may be eligible for designation as historic landmarks and shall recommend to the City Council that certain buildings, land, and areas in the city be designated as historic landmarks.*”

The Landmark Commission has adopted criteria upon which to base recommendations for designation to the City Council. The following criteria will be used to determine in what ways the proposed property may be eligible for consideration as a Wichita Falls Landmark. For the proposed property, (i.e. district, site, building, structure, or object) to be considered for designation, it must meet at least one of the historic characteristics indicated below.

A **Historic District** is generally considered a geographically definable area, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by land or physical development. A District may also comprise individual elements separated geographically but linked by association of history. A District must also meet the criteria outlined below.

Criteria for a Wichita Falls Landmark:

A Landmark shall have historical, cultural, architectural, engineering, archaeological, or geographical significance. As used in this criteria, the term “significance” shall refer to the qualities present in districts, sites, buildings, structures, and/or objects which display the integrity of location, design, setting, style, materials, workmanship, feeling, and association which reflects the city's history, culture, aesthetic values, architecture, engineering, and archaeology.

1. HISTORICAL SIGNIFICANCE

- a) that is associated with significant historic events; or
- b) that is associated with lives of a person or persons or groups significant in our past; or

2. CULTURAL SIGNIFICANCE

that represents an aspect of community sentiment or pride; or

3. ARCHITECTURAL AND ENGINEERING SIGNIFICANCE

that embodies the distinctive characteristics of architectural styles, types, or periods; or methods or materials which represent a significant innovation; or that represent the work of a "master"; or that as a district, represent a significant and distinguishable entity whose components may lack individual distinction; or

4. ARCHAEOLOGICAL SIGNIFICANCE

that has yielded physical evidence, or may be likely to yield, information important to history or pre-history; or

5. GEOGRAPHICAL SIGNIFICANCE

that is of prominence or spatial location, contrasts of siting, age, or scale are an easily identifiable visual feature of the neighborhood or the city and contribute to the distinctive quality or identity of such neighborhoods or the city.

SECTION 3 APPLICATION PROCEDURES

A. Residential Historic Districts

In order to ensure proper notification of all property owners within the proposed area for designation and to obtain consent, it is recommended that one (1) year be devoted to this process prior to submittal of a district application. A series of key stages for the district application process prior to submittal are outlined below:

1. Application

- a. A completed application for Historic District Designation shall be submitted to the City no less than 60 days prior to scheduling a review of the application by the Landmark Commission. A completed application shall include all information required on the Historic District Nomination Form, including the accompanying documentation, and the completed Property Owner Response Forms.
- b. The applicant will be required to research and develop a narrative history of the proposed district. The history component establishes the significance of both the area and key sites/buildings to the development of Wichita Falls.

The Landmark Commission requires that Historic District nomination applications include Property Owner Response Forms containing a minimum of 75% of the property owners' written consent before an application is considered complete. The completed Property Owner Response Forms shall be submitted as a component of the Historic District nomination application. A Property Owner Response Form is included within this Procedural Booklet (Appendix D) and must be used, or an approved alternative used, for obtaining property owner consent by the applicant. *Any owner whose property is included in an application for historic district designation may remove his property from consideration by the Council by filing written notice with the City Community Development Department at least one day prior to the date of the Commission meeting to hear the application. In the event the property is thereafter sold or conveyed to another party, the property shall immediately be included in the historic district and must comply with all the requirements of the district.*

- c. For processing Historic District nominations, a processing fee will be charged at the time of application submittal.

The Historic District nomination process will require additional processing by City staff (ie. Historic Preservation Officer/Planning), in the form of required public notification to all affected property owners included in the proposed Historic District area, public advertising for the consideration of the Historic District application, research and review of proposed structures and/or sites to be incorporated into the Historic District, etc.

The following fee schedule for Historic District applications is in correlation to the level and cost of processing necessary to thoroughly review the application:

Historic District Application (Properties/Structures for Inclusion)	Application Fee
50 or less properties/structures	\$ 100.00 Base Fee Plus \$5.00 per property
51 or more properties/structures	\$100 Base Fee Plus \$10.00 per property

2. Property Owner Notification

Upon receipt of a completed application, the City shall mail a *Notice of Intent for Historic District Designation* to all property owners within the proposed historic district within 45 days prior to the date scheduled for a hearing by the Landmark Commission. As part of the initial application, the applicant shall provide a map of the proposed area to allow sufficient time for the City to assemble a mailing list. The map provided by the applicant shall be 8½ x 11 and clearly detail the boundaries of the proposed district. Such map shall be included with the *Notice of Intent for Historic District Designation*. The City reserves the right to conduct public meetings/hearings it determines are in the public interest or may be required by law.

3. Application Submission and Review

- a. All nominations for Historic District designation are made to the City Council through the City Landmark Commission. ***The Landmark Commission normally meets on the fourth Tuesday of each month at 12:00 p.m. in the City Council Conference Room (1st floor, Memorial Auditorium Building – 1300 7th Street), if there is business.*** Contact the City of Wichita Falls Planning Division (761-7451) to obtain the date and time for the next scheduled Commission meeting date.
- b. Nominations are made on standard forms (Appendix B – Historic District Nomination Form ‘B’) available through the Planning Division, City of Wichita Falls, Memorial Auditorium, Room 400, P.O. Box 1431, Wichita Falls, Texas; 76307; telephone number (940) 761-7451.
- c. Historic District Applications may be reviewed in phases as approved by the Landmark Commission.
- d. All required application materials shall be submitted to the Planning Division. The applicant’s failure to submit any item or any information requested will result in the application being considered incomplete, and cause a delay in the review/processing of the application.
- e. The Landmark Commission will hear the nomination in a meeting open to the public. The applicant or a representative shall be present at the meeting during which the application is being considered for recommendation. If the applicant or representative is not present, the Commission may not take action, and the application will be deemed to be incomplete.
- f. Following a recommendation for designation from the Landmark Commission, the City Council will hold a public hearing to receive additional input, and may approve, conditionally approve, or disapprove the application.
- g. Upon designation of a historic district, the City Council shall require the designated boundaries to be recorded in the Official Public Records of Real Property of Wichita County, the tax records of the City of Wichita Falls and the Wichita County Appraisal District.

B. Individual Landmark Designation

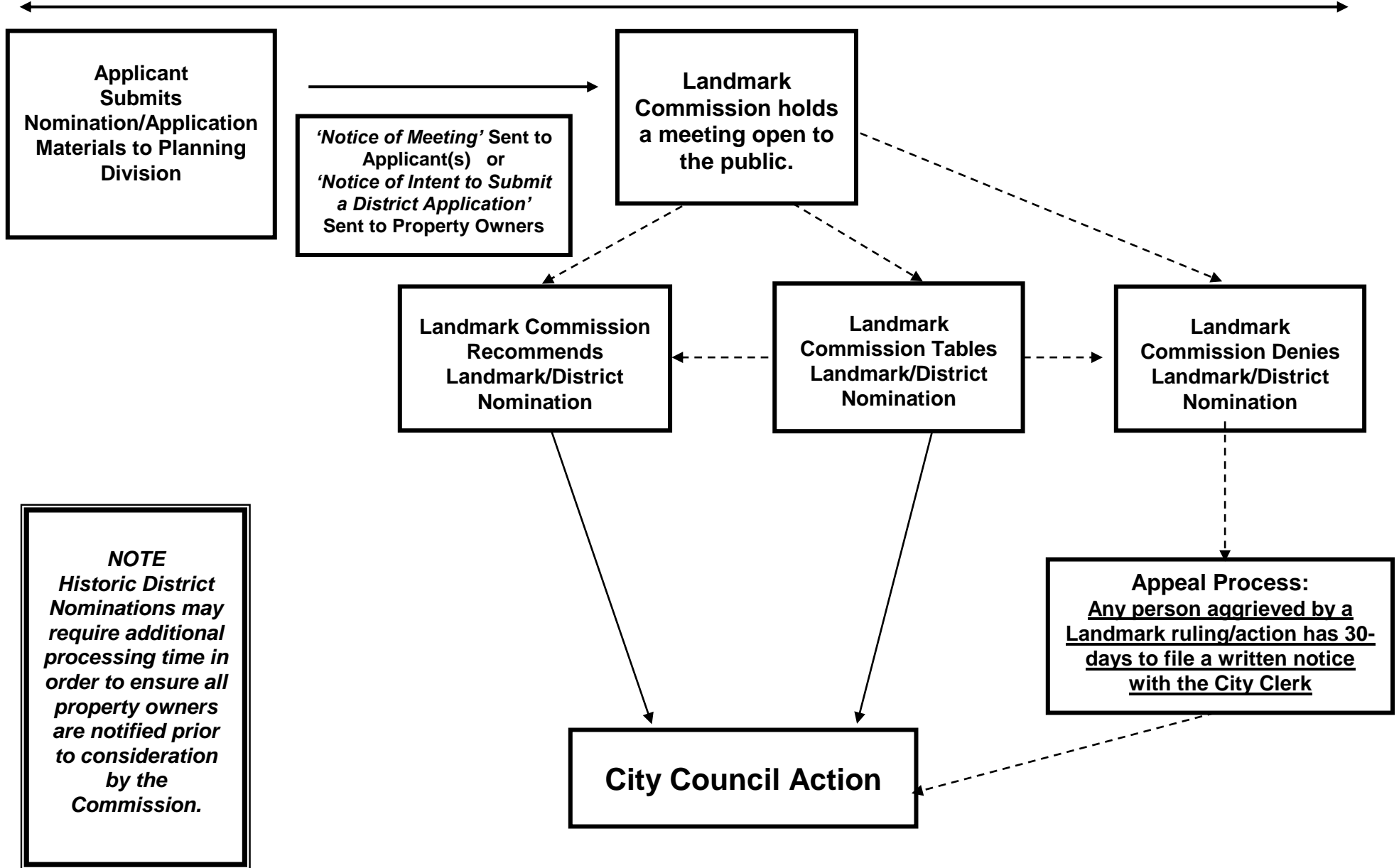
1. Application

- a. A completed application for individual landmark designation shall be submitted to the City Planning Division by the second Friday of each month (if not earlier) in order for staff to process and review the application by the Landmark Commission.
- b. The applicant will be required to research and develop a narrative history of the proposed landmark. The history component establishes the significance of both the site(s) and building(s) to the development of Wichita Falls.
- c. A nominal processing fee is charged for the submission of an Individual Landmark Nomination of \$25.00.

2. Application Submission and Review

- a. All nominations for Wichita Falls Landmark designation are made to the City Council through the City Landmark Commission. ***The Landmark Commission normally meets on the fourth Tuesday of each month at 12:00 p.m. in the City Council Conference Room (1st floor, Memorial Auditorium Building – 1300 7th Street), if there is business.*** Contact the City of Wichita Falls Planning Division (761-7451) to obtain the date and time for the next scheduled Commission meeting date.
- b. Nominations are made on standard Wichita Falls Nomination/Application Forms (Appendix A – Landmarks Nomination Form ‘A’) which are available through the Planning Division, City of Wichita Falls, Memorial Auditorium, Room 400, P.O. Box 1431, Wichita Falls, Texas; 76307 telephone number (940) 761-7451.
- c. The required materials shall be submitted to the Planning Division. The applicant’s failure to submit any item or any information requested will result in the application being considered incomplete, and cause a delay in the review/processing of the application.
- d. The Landmark Commission will hear the nomination in a meeting open to the public. The applicant or a representative shall be present at the meeting during which the application is being considered for recommendation. If the applicant or representative is not present, the Commission may not take action, and the application will be deemed to be incomplete.
- e. Following a recommendation for designation from the Landmark Commission, the City Council will hold a public hearing to receive additional input, and may approve, conditionally approve or disapprove the application.
- f. Upon designation of a historic landmark, the designation shall be recorded in the Official Public Records of Real Property of Wichita County, the tax records of the City of Wichita Falls and the Wichita County Appraisal District.
- g. Following designation, any proposed exterior modification, with the exception of routine maintenance and repair, shall be subject to Design Guidelines. Copies of the Wichita Falls Design Guidelines are available at the City Planning Division.

The Nomination/Application Review Process is based on receipt of a complete application, and is as follows:



Section 4 Accompanying Documentation

A. Photographs

Along with the written documentation, photographs and maps form the basis for evaluation of the landmark. The *National Register Guidelines for Photographic Coverage* (1996) encourages applicants to submit as many photos as necessary to depict the current condition and significant aspects of the property. For this reason, photographs should give an honest visual representation of the historical integrity and significance of the property and should illustrate those qualities discussed in Section 6 in the physical description of the property and in Section 9 in the statement of significance.

Other than the historic photograph (if available), photographs must be contemporary with the nomination, and should meet the following guidelines:

- Black and White photos are encouraged but color photos are acceptable
- Photos must be at least 3" x 5" but not exceed 8" x 10"
- Photos must be well composed, sharply focused, and clear
- Unmounted photos only
- Polaroids and photocopies are not acceptable.
- Digital photographs may be included to supplement the traditional photograph requirements if printed on quality photo paper.
- Labeling either in pencil on the back of photos *or* on a Continuation Sheet with the following information identified:
 - Name of property
 - Street address
 - Description of view, and
 - Photograph number
- **DO NOT** use markers or pens of any kind, and do not make any stray marks on the front or back of the photographs
- **DO NOT** affix photographs to forms by staples, clips, glue or any other material.

Photographs should be submitted in an envelope no larger than 8 1/2" x 11" and identified with the property name and address.

As applicable, the following photographs must be submitted:

- Front façade, right façade, left façade, rear façade,
- One showing the environment or context in which the property is located,
- One photo showing all property boundaries as seen from the street,
- Photos showing any additions, alterations, and secondary structures, and
- Photographs that document the condition of the site and present features. One must include a view showing the physical environment and land configuration of the site. Examples of a historic site include a cemetery, battlefield, etc.

Detailed or unique views of unusual features, special details, i.e. architectural features, construction styles, etc. should be noted in the photographs. Interior views of historic

buildings, structures, sites and/or objects are not necessary. However, they may be submitted if the significance of the property proposing to be nominated is entirely *or* partly based on them. Interior views can add valuable information to the nomination process.

Photographs of proposed historic districts (residential and commercial) must include representative views of both contributing and non-contributing resources. Prints of historic photographs may be used to supplement the nomination.

Districts should be represented photographically by selected street, landscape, *or* aerial views. Include as many photographs as necessary to relate in visual terms the variety of styles and buildings included in the district.

Views all of individual buildings are necessary, either as individual photos *or* as part of a streetscape. Other views often reveal the architectural qualities of a district better than photographs of individual buildings. Pivotal structures, however, and elements that help define the quality of the district should be clearly shown. Streetscape views should depict a cross section of building types, styles, and uses, as well as representative types of intrusions, in their settings.

All Historic District photographs should be numbered *or* keyed to correspond with a *District Sketch Map* and the buildings listed in the inventory of significant buildings required on Form 'B' – Section 3 – Owner(s) of Property.

B. MAPS

A detailed map *or* a sketch map must accompany each nomination/application form, and it must clearly locate the property by marking the legal boundaries.

Information to be indicated on the map must include:

- Common name of property
- Legal boundaries outlined, preferably in red
- North arrow (magnetic or true) if not printed on map
- Source or type of map used

Sketch Maps

All district nominations and applications forms concerning a number of sites or structures proposed as a single landmark, must be accompanied with at least one detailed map *or* sketch map. Plat books (plat maps available at either the Wichita County records office or at a title company), insurance maps, bird's-eye views, district highway maps, and hand-drawn maps may be used for this purpose.

It is not necessary for a sketch map to be precise in scale, but it should include:

- All buildings contributing to the character of the district, numbered to correspond with the building discussed in the Nomination/Application Form and pictured in the photographs;
- Extent of district boundaries, carefully delineated;
- Street and place names, including inclusive street numbers;
- Major architectural styles or periods;

- Pivotal structures and important spaces (parks, squares, etc.);
- All intrusions or non-compatible elements not contributing to the character of the district;
- North arrow; and
- Approximate scale.

Required information may be transferred and displayed on district maps by systems of color-coding, cross-hatching, numbering, transparent overlays, and other means as appropriate.

C. Physical Description of Landmark/Historic District

1) Description of Building, Structure or Object

Individual buildings, structures, or objects must be described in sufficient detail using appropriate professional terminology. Unique details or unusual features must be noted and should be visible in the accompanying photographs. References to an appropriate guidebook on American architectural styles (ie. Marcus Whiffen's *"American Architecture Since 1780: A Guide to the Styles"* or Virginia & Lee McAlester's *"A Field Guide to American Architecture"*) may be consulted when questions of terminology arise. These reference guides are available in the Planning Division or a local library. If local terms or styles are used, they should be fully described and explained.

The following types of information in descriptions of buildings, structures, and objects must be considered

- Type of building (dwelling, church, store, office, etc.)
- Building placement (detached or free standing, row, etc.)
- Original site or moved. If moved, include the following information:
 - Date of move
 - Original location and description
 - Distance the property has been moved
 - Explanation of the effect of the move on the historical integrity of the property
 - Reasons for the move
- General characteristics in its present state:
 - Overall shape or plan (rectangle, L-shaped, etc.)
 - Number of stories
 - Number of vertical divisions or bays, if applies
 - Construction materials (brick, frame, masonry, etc.) and wall finish (kind of bond, coursing, shingle, plaster, etc.)
 - Roof shape (gabled, hipped, shed, flat, etc.)
- Description of the known alterations with dates documented or estimated.
- Specific features, including location, number, and appearance of: porches (verandas, stoops, attached sheds, etc.); windows, doors, chimneys, dormers
- Decorative elements such as cornices, friezes, pediments, sills, pillars, carvings, terracotta, doors, cast iron fronts, etc.
- Number, type, and location of outbuildings, as well as dates, if known
- Other man-made elements (roadways, walls, fences, contemporary structures, landscaping) included in the legal boundaries of the nominated area
- Existing natural elements (trees, slope, etc.) which contribute to its setting.

2) Description of Site

The present condition of an historic site and its environment should be described. The overall integrity of the site (the degree to which the setting is a visual reminder of the events and activities that took place there) should also be thoroughly discussed in this section.

3) Historic Districts - *Refer to APPENDIX 'B', page 28.*

When a district is nominated for its architectural quality or historical association, it is appropriate to include the following types of information:

- General descriptions of the natural and man-made elements of the district: structures, buildings, sites, objects; prominent geographical features; density of development
- General description of types, styles, or periods of architecture represented in the district: scale, proportions, materials, decoration, workmanship, design quality
- General physical relationships of buildings to each other and to the environment: facade lines, street plans or patterns, parks, squares, open spaces, structural density, plantings, important natural features; changes in these relationships over time
- General description of the district during the period(s) when it achieved significance
- Building types found in the district: commercial, residential, etc.; present and original uses of buildings
- General Condition of buildings: restoration or rehabilitation activities, alterations
- Qualities-that make the district distinct from its surroundings
- General discussion of archeological potential within the district
- Approximate number of buildings in the district
- Provide a numbered list of all buildings, regardless of age, contributing to the character of the district, with short descriptions (keyed in with a sketch map) and a photo of the street façade
- List of non-contributing or intrusive buildings that detract from the integrity of the district (keyed on the District Sketch Map)

SECTION 5 SAMPLE OUTLINE FOR COMPLETING NOMINATION/APPLICATION FORMS

The Information included on the Nomination/Application Form provides the Landmark Commission, the Planning Division and City Council with a summary of essential facts concerning the individual property or area proposed for a district designation.

1. NAME OF PROPERTY	
_____	_____
_____	_____
_____	_____
historic name(s)	common or current name(s)

This section identifies the specific property being nominated; it also identifies and records the different names by which the property has been known. In general, the historic name (see following explanation) will be used in referring to the property in the Wichita Falls Landmark files, as it will continue to be meaningful regardless of the changes in occupancy or use.

The historic name ordinarily reflects one or more of the following:

- (a) original builder or owner;
- (b) significant persons or events associated with the property;
- (c) original or later uses of the property;
- (d) innovative or unusual characteristics of the property; and/or
- (e) accepted professional, scientific, technical, or traditional names.

The common or current name represents the title by which the property is now known locally. It may be representative of the history of the property or may reflect present ownership or use.

The method of selecting names for archeological sites and districts is that described in information available on request from the Planning Department.

2. LOCATION and LEGAL DESCRIPTION			
number _____	street _____	zip code _____	tax I.D. number _____
lot number _____ block number _____ subdivision _____			
Deed restrictions apply to this property(s) <input type="checkbox"/> Yes <input type="checkbox"/> No			

For individual buildings, structures, sites, and objects, give the name of the street or road address assigned by the City and the corresponding property tax identification number. If the property does not have a specific address, give the names of the nearest addresses on either side of the frontage.

Inclusive street address numbers should be given for all buildings within a district. For example:

700-800 Ohio; 100-224 Seventh Street

For small districts, inclusive street address numbers may be recorded in this space. *For large districts*, a Continuation Sheet should be used. A general indication of boundaries should also be given on the Continuation Sheet.

The Legal Description should accurately describe only the area for which designation is being requested. This information is available at the County Courthouse in the County Clerk's Office.

If the property is located in an area that has deed restrictions, answer yes.

3. PRESENT OWNER(S) OF PROPERTY				
Type of ownership:	_____ sole owner	_____ partnership	_____ corporation	
	_____ trust	_____ community property	_____ public property	
_____ name(s)	_____ address	_____ city	_____ state	_____ zip code

Ownership of the property must be outlined on the Landmark Nomination Form. Type of ownership shall be noted as either a: sole owner, partnership, corporation, trust or community property or public property. Public ownership (on the Federal, State, or local level) and private ownership are, in most cases, evident from the information provided under the following section - Classification.

For individual buildings, structures, sites, and objects, list the name and mailing address of the sole owner or both names and addresses in the case of community property. If the ownership is other than sole or community property, the partners, principals, beneficiaries, etc. must be listed, using a Continuation Sheet.

For Historic Districts: Enter the names and mailing addresses of all property owners of record by attaching the Appraisal District records for each property. For all Historic District nominations, refer to **Appendix B – Historic District Nomination/Application Form ‘B’** on page 28.

4. CLASSIFICATION

Category: ___ structure ___ building(s) ___ site ___ object

Status: ___ occupied ___ unoccupied ___ work in progress

Present Designation: ___ National date ___ / ___ / ___

 ___ State date ___ / ___ / ___

Within historic district: ___ yes or ___ no or ___ unsure

Space use:

Space allocation:	original	present	proposed
basement			
ground floor			
upper floors			

Category: Mark one or more blanks that apply to the nominated historic property as described below:

- A. A **structure** is a work made up of interdependent and interrelated parts in a definite pattern of organization. Constructed by man, it is often an engineering project large in scale such as a bridge, water tower, grain elevator, etc.
- B. A **building** is a structure created to shelter any form of human activity such as a house, barn, place of business, church, or similar structure. Buildings may refer to a historically related complex such as a courthouse and jail or a house and barn or garage.
- C. A **site** is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains historical or archeological value regardless of the value of any existing structures. A qualifying site may include a cemetery, park or battlefield.
- D. An **object** is a material thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment, such as a railroad engine or car, a piece of sculpture, etc.

Status: Check the blank(s) as appropriate. If preservation work is in progress, the proposed alterations should be discussed in Section 6.

Present Designation: Indicate existing official designations. If application or official notification is pending, please indicate.

Present Use: Indicate the present use by checking the appropriate blank. If the use is other than one of those indicated, check "other" and specify the use.

Space Use: Using the choices under "Space Allocation," describe in one word the original or historic purposes, present use, and proposed use of each floor. Indicate storage or vacant if applicable.

5. TAX ASSESSMENTS

year	land	improvements	total

Indicate the amount of city taxes on the land, improvements, and the total for the present year and the four previous years on each piece of property described in Section 2. This information is available in the City Tax Office. Use a Continuation Sheet if necessary.

6. PHYSICAL DESCRIPTION

Condition: ___ excellent ___ good ___ fair ___ deteriorated ___ ruins

Check one: ___ unaltered ___ altered date(s): ___ / ___ / ___ / ___ /

Check one: ___ original site ___ moved date(s): ___ / ___ / ___ / ___ /

Primary exterior building materials:

roof _____

walls _____

Description of the present and historic physical appearance:

<hr/> <hr/> <hr/> <hr/> <p style="text-align: center;">Use Continuation Sheet if necessary</p>
--

Condition: Check the blank that best describes the present condition of the nominated property.

Unaltered/Altered: The conditions "altered" and "unaltered" refer to the present state of the property as compared to its condition at the time it achieved "significance." Alterations can include: an addition; a change of exterior materials; and/or the replacement of original windows, doors, ornamentation, or structural elements. A restoration is considered an alteration if original materials have been removed and replaced. Normal weathering ordinarily does not constitute alteration. Use the continuation sheets if necessary.

Original Site or Moved: Check the appropriate blank. If the property has been moved, indicate the date in the blank.

Primary exterior building materials:

Roof: indicate the present - architecturally predominant roofing material such as tile, wood shingle, composition, tin, etc.

Walls: indicate the present predominant exterior wall materials such as brick, stucco, wood shingles or siding, or any combination of materials.

Description of the present and historic appearance: A description of the present physical appearance and condition of the property, as well as its historic appearance is important in making an accurate assessment of its significance. To be useful, the description of the property should be concise, factual, detailed, and well organized.

<p>7. GEOGRAPHICAL DATA</p> <p>Verbal boundary description:</p> <hr/> <hr/> <p>Describe relationship to surroundings:</p> <hr/> <hr/>
--

Verbal Boundary Description: The purpose of this information is to define and explain

boundaries of the nominated properties. A verbal boundary description should be given for all properties, regardless of acreage. This description should be given in metes and bounds.

Describe Relationship to Surroundings: This description should relate the prominence of the property, such as “on a corner,” or “in the original townsite,” or “on a secluded lot,” “on a hill,” etc., indicating its relationship to the town in general and to its nearest neighboring property or any significant adjacent property.

8. REPRESENTATION IN EXISTING HISTORIC SITES SURVEYS

Survey title: _____

Property recommended for designation: _____ yes or _____ no

if yes: _____ national _____ state _____ local

Date of Designation, if known _____

Many properties nominated for designation as Wichita Falls Landmarks have already been recorded in a survey of historic resources in the city and this fact should be noted in this section. This survey is available as a reference material at: the City's Planning Division, the Wichita Falls Public Library, Moffatt Library at Midwestern State University, the Wichita County Heritage Society, and from the Wichita County Historical Commission (Archives). Indicate the evaluation of the property in the survey in which it appears by checking the appropriate blank as to national, state, or local designation, or whether its significance is considered pivotal, contributing, compatible, or intrusive.

9. SIGNIFICANCE

General area(s): _____ historical _____ cultural _____ architectural _____ engineering
_____ archeological _____ geographical

Specific area(s): _____ art _____ commerce _____ communications _____ economics
_____ community planning / development _____ education _____ industry
_____ exploration / settlement _____ education _____ invention _____ law
_____ literature _____ military _____ music _____ medicine / health
_____ politics / government _____ religion _____ science _____ theater
_____ social / humanitarian _____ transportation _____ other (specify below)

Date built: ____ / ____ / ____ **architect / builder:** _____

Period: _____ **Type:** _____ **Style:** _____

Innovation, if applicable: _____

Statement of Historic Significance:

<hr/> <hr/> <hr/> <hr/> <p style="margin: 0;">Use Continuation Sheet if necessary</p>

General Area(s) of Significance: Check the most important area, as defined below, in which the nominated property has significance.

- A. **Historical.** The property is associated with an historic event or with the lives of persons significant in the City's past.
- B. **Cultural.** The property represents an aspect of community sentiment or pride, particularly relating to artistic or intellectual activity.
- C. **Architectural and Engineering.** The property embodies the distinctive characteristics of architectural styles, types, or periods; or methods or materials which represent a significant innovation; or that represent the work of a "master"; or that as a district represent a significant and distinguishable entity whose components may lack individual distinction.
- D. **Archeological.** Based on physical evidence, the property has yielded or may be likely to yield, information important to history or prehistory.
- E. **Geographical.** Because of the prominence or spatial location, contrasts of siting, age, or scale, the nominated property is an easily identifiable visual feature of the neighborhood or the city and contributes to the distinctive quality or identity of such neighborhood or the city.

Specific Area(s) of Significance: Check the area(s) that most accurately relate to the nominated property. If the property reflects any other important aspect of the city's development, indicate that significance in one or two words by "other."

Specific dates: This space may be used to give the date of construction, later additions, dates of the occupancy of the most significant residents, or date of significant event connected with the property.

Architect / Builder, "Master Designer or Tradesman: Give the name of the architect, builder, and "master" designer or tradesman, if known.

Period: The term "period" is used to indicate the epoch or era of time that the general characteristics of the property reflect, such as victorian, colonial, etc.

Indicate the period of time during which the property achieved significance.

Type: The term, “type”, indicates the generic use such as dwelling, church, business, barn, industrial, etc.

Style: The term, “style”, indicates a particular kind of architecture based on distinctive qualities of design or ornamentation, such as Gothic, Greek Revival, Prairie Style, etc.

Innovation: Refers to new or unusual use of materials, techniques, or methods in the construction of the property.

Statement of Significance:

The Statement of Significance is the most important aspect of the application. It should convey, in concise terms, why the nominated property deserves to be designated as a Wichita Falls Landmark. An opening paragraph should summarize the importance of the property being nominated and should be followed by a more detailed account of the events, personalities, prehistoric or historic occupations, or activities that contribute to the property's significance.

Discussion of family genealogy, a list of past owners, or a general history of the city or discussion of the prevailing conditions are less important than a *clear statement* of why the particular property is worthy of preservation. The Statement of Significance should address itself to the particular resource or property being nominated as it now exists; it should relate to a broad historical, architectural, archeological, or cultural context on a local, state, and/or national level. Additional facts relating both to the general areas of significance and the specific areas of significance indicated in this section should be included, along with other relevant facts such as period of construction or use, historically significant events, data concerning individuals associated with the property, and data that the property has yielded or may be likely to yield. Supplemental information, such as photocopies of newspaper articles or statement from professional architects, historians, or archeologists may also be submitted as appropriate.

Additional guidelines for checking completeness of “Statement of Significance” may be found in the National Register Bulletin, *“How to Complete National Register Registration Forms,”* Section 8, which is available in the Planning Division or on-line from the Department of Interior (National Park Service) website: www.crnps.gov/NR/publications/bulletins.

10. SOURCES OF INFORMATION & BIBLIOGRAPHICAL REFERENCES

Please list or attach resources:

List sources from which information on the form was compiled, such as local history books, newspaper articles, preservation plans, surveys, city or county archives, interviews, etc.

Use a standard bibliographical style, listing authors, full title, date and location of publisher, and publisher. Interviews providing information for this form should be listed with the name, place and the date of the interview.

11. FORM PREPARED BY

name / title: _____

agency: _____

address: _____

phone & fax no. _____

email address _____

Write in this section the name(s), address(es), phone & fax number(s), and email address(es) of the person(s) directly involved in compiling the information contained in the form. This information will enable the Planning staff to contact the person responsible, if necessary.

12. APPLICANT

name / title: _____

agency: _____

address: _____

phone & fax no. _____

email address _____

If the applicant differs from the person completing the Landmark Nomination Form, please indicate their name(s), address(es), phone & fax number(s), and email address(es).

APPENDICES

LANDMARK/HISTORIC DISTRICT NOMINATION/APPLICATION FORMS

Information recorded on the Landmark (Appendix A) and Historic District Nomination/Application Form (Appendix B) allows the Landmark Commission and the City Council to evaluate the significance of properties for possible Wichita Falls Landmark or Historic District designation. It is essential that the information in the forms be accurate and complete. The applicant is responsible for the accuracy of all information required under these regulations.

Nominations must be submitted on the forms included (Appendix A or Appendix B), or are available from the City Planning Division, either in a paper or electronic format (floppy disk or via email).

If additional space is necessary, please use the attached Continuation Sheet (Appendix C), which may be copied and submitted with the application.

For Historic District applications, the Property Owner Response Forms (Appendix D) must accompany the application.

APPENDIX A – LANDMARK NOMINATION FORM ‘A’

APPENDIX B – HISTORIC DISTRICT NOMINATION FORM ‘B’

APPENDIX C – CONTINUATION SHEETS

APPENDIX D - PROPERTY OWNER RESPONSE FORMS



APPENDIX A LANDMARK NOMINATION FORM 'A'

Please read instructions before filling out this form. Please type or print all entries and complete all sections.

1. NAME OF PROPERTY

historic name(s)

common or current name(s)

2. LOCATION and LEGAL DESCRIPTION

number	street	zip code	Tax I.D. No.
--------	--------	----------	--------------

lot number _____ block number _____ subdivision _____

Deed restrictions apply to this property(s) Yes No

3. PRESENT OWNER(S) OF PROPERTY

Type of ownership: sole owner partnership corporation
 trust community property public property

name(s)	address	city	state	zip code
---------	---------	------	-------	----------

4. CLASSIFICATION

Category: structure building(s) site object

Status: occupied unoccupied work in progress

Present Designation: National date ___ / ___ / ___

State date ___ / ___ / ___

Within historic district: yes or no or unsure

Space use:

	original	present	proposed
basement			
ground floor			
upper floors			

5. TAX ASSESSMENTS

year	land	improvements	total

6. PHYSICAL DESCRIPTION

Condition: ___ excellent ___ good ___ fair ___ deteriorated ___ ruins

Check one: ___ unaltered ___ altered date(s): ___ / ___ / ___ ___ / ___ / ___

Check one: ___ original site ___ moved date(s): ___ / ___ / ___ ___ / ___ / ___

Primary exterior building materials:

roof _____

walls _____

Description of the present and historic physical appearance:

7. GEOGRAPHICAL DATA

Verbal boundary description:

Describe relationship to surroundings:

8. REPRESENTATION IN EXISTING HISTORIC SITES SURVEYS

Survey title: _____

Property recommended for designation: _____ yes or _____ no

if yes: _____ national _____ state _____ local

Date of Designation, if known _____

9. SIGNIFICANCE

General area(s): _____ historical _____ cultural _____ architectural _____ engineering
_____ archeological _____ geographical

Specific area(s): _____ art _____ commerce _____ communications _____ economics
_____ community planning / development _____ education _____ industry
_____ exploration / settlement _____ education _____ invention _____ law
_____ literature _____ military _____ music _____ medicine / health
_____ politics / government _____ religion _____ science _____ theater
_____ social / humanitarian _____ transportation _____ other (specify below)

Date built: ____ / ____ / ____ architect / builder: _____

Statement of Historic Significance:

11. FORM PREPARED BY

name / title: _____
agency: _____
address _____
phone & fax no. _____
email address _____

12. APPLICANT

name / title: _____
agency: _____
address _____
phone & fax no. _____
email address _____

FOR LANDMARK COMMISSION USE ONLY:

previous nomination for local designation (date): _____
reason not designated: ___ criteria not met ___ unacceptable physical condition
recommendation of Landmark Commission: ___ eligible for local designation
___ ineligible on basis of information at this time
___ eligible on condition of _____

Council Action: designated as Wichita Falls Landmark _____
ordinance number _____
date _____



APPENDIX B HISTORIC DISTRICT NOMINATION FORM 'B'

Please read instructions before filling out this form. Please type or print all entries and complete all sections.

1. NAME OF PROPOSED DISTRICT

historic name(s)

common or current name(s)

2. DISTRICT LOCATION and LEGAL DESCRIPTION

General description of proposed district boundaries:

(ie. roughly bounded by 5th Street to the north, mid-block of 8th and 9th Streets, then from Indiana Street on the west to the M.K. & T. Railroad right-of-way on the east.)

Any deed restrictions apply to properties within the district? Yes No

IF yes, please outline on a continuation sheet.

3. OWNER(S) OF PROPERTY

A). List all properties in the proposed district by address, including name of owner and indicate which properties are contributing or noncontributing. Please number the properties and include them in a District Sketch Map of the proposed area for designation. *(Refer to Continuation sheets – Appendix C)*

B). Property Owner Response Forms:

Approved Property Owner Response Forms *(Refer to Appendix D)* that provide a minimum of **75%** signature consent/support by the property owners in the area of designation along with the required filing fee must be submitted prior to consideration by the City Landmark Commission as a complete application.

4. TAX ASSESSMENTS

For Items #2, #3, and #4, please attach the Wichita County Appraisal District records for each property within the proposed district.

5. CLASSIFICATION

Zoning Classification: _____

Any Proposed Structures, Buildings, or Sites Currently Designated? Yes No

IF yes, are they: ___ National date ___ / ___ / ___
 ___ State Marker date ___ / ___ / ___
 ___ Wichita Falls Landmark date ___ / ___ / ___

Please list those properties that have individual designations:
Property Address: _____ Type of Designation: _____

Present Use Within Proposed District:
Please check all that apply to the proposed district.

- | | | | |
|-------|--------------------------|-------|----------------------|
| _____ | Commercial | _____ | Park |
| _____ | Arts / Entertainment | _____ | Private Residence(s) |
| _____ | Educational | _____ | Scientific |
| _____ | Museum | _____ | Transportation |
| _____ | Industrial | _____ | Medical / Health |
| _____ | Military | _____ | Other: _____ |
| _____ | Communications | | _____ |
| _____ | Religious | | _____ |
| _____ | Community Development | | _____ |
| _____ | Exploration / Settlement | | |

6. NUMBER OF RESOURCES WITHIN THE PROPOSED DISTRICT

Number of properties that are contributing: _____
Number of properties that currently are noncontributing: _____

7. PHYSICAL DESCRIPTION

Architectural Classification(s):

Primary Exterior Building Materials, Foundation, etc.

Description of the present and original (if known) physical appearance:

Please use a continuation sheet to describe the proposed district.

8. SIGNIFICANCE

In order to be considered as a historic district, it must meet at least one of the following criteria:

A) Historic:

- 1. ___ Area has significant character, interest, or value as part of the development, heritage or cultural characteristic of the city, state or nation; or is associated with the life of a person significant in the past; or
- 2. ___ Area represents a historic event with significant effect upon society.

B) Cultural:

- 1. ___ Area exemplifies the cultural, political, economic, social or historic heritage of the community; or
- 2. ___ Area represents an aspect of community sentiment or pride.

C) Architectural and Engineering:

- 1. ___ Representative of an era in history characterized by a distinctive architectural style; or
- 2. ___ Embodies specific, distinguishing characteristics of an architectural or engineering type; or
- 3. ___ Representative work of a designer or 'master' whose work has significantly influenced the development of the community; or
- 4. ___ Contains elements or design, detail, material or craftsmanship which represent a significant innovation; or
- 5. ___ Represents an architectural style, detail or other element in danger of becoming extinct.

D) Archaeological:

- 1. ___ Important to history or pre-history based on physical evidence yielded or may be likely to yield from within the area.

E) Geographical:

- 1. ___ Owing to its unique location or physical characteristics, represents an established and familiar visual feature of a neighborhood or the city.

Briefly explain each area of significance. Number each response to correspond to the item checked.
Attach a continuation sheet if necessary.

Period of Significance: _____

Architects / Builders: Please list contributing architects and builders, if known:

9. GEOGRAPHICAL DATA

Number of properties: _____
Acreage of proposed district: _____

10. SOURCES OF INFORMATION & BIBLIOGRAPHICAL REFERENCES

11. FORM PREPARED BY

name / title: _____

agency _____

address _____

phone & fax no. _____

email address _____

12. NEIGHBORHOOD ASSOCIATION / PRESERVATIONIST

Neighborhood Preservation Liaison:

name: _____

address: _____

phone & fax no. _____

email address: _____

FOR LANDMARK COMMISSION USE ONLY:

previous nomination for local designation (date): _____

reason not designated: ___ criteria not met ___ unacceptable physical condition

recommendation of Landmark Commission: ___ eligible for local designation

___ ineligible on basis of information at this time

___ eligible on condition of _____

Council Action: designated as a Wichita Falls Historic District _____

ordinance number _____

date _____

APPENDIX C
Continuation Sheets



LANDMARK/HISTORIC DISTRICT NOMINATION FORM
CONTINUATION SHEET

Form Title: _____

Section Number: _____

Page: _____

APPENDIX D - PROPERTY OWNER RESPONSE FORM

HISTORIC DISTRICT NOMINATION

To have your comments presented to the Landmark Commission and considered in their review of the application, please, return this form to the address at the bottom of this page.

Application to Nominate the proposed area for Historic District Designation

If this historic designation is approved, we the undersigned, are aware, that the City has recognized the district worthy of protection and preservation, and, as such, any plans for improvements or exterior modifications to any property within the district other than ordinary repair and maintenance must be reviewed and approved through the Design Review process with the Landmark Commission.

Please indicate (with an 'X') if you are:

In Favor

Opposed

No Opinion

Note: Please provide additional written comments in order to assist the Landmark Commission understand your concerns.

Signature (owner or authorized representative)

Date

Please provide us with your daytime phone number: _____

Please indicate below your name and address:

RETURN TO:

TALLY SHEET - Property Owner RESPONSE Form

Name of Property Owners	Property Address	Telephone No.	In Favor	Opposed	No Opinion
-------------------------	------------------	---------------	----------	---------	------------

The following tally of property owner(s) of property within the proposed area for designation have filed Property Owner Response Forms stating their opinion either In Favor, Opposed or No Opinion regarding the nomination of the proposed area as a *Wichita Falls Historic District* with the City of Wichita Falls Landmark Commission and City Council.

(If additional tally pages are necessary, please make copies of this sheet.)