



FREDERICK
PLANNING

**APPLICATION FOR
HISTORIC DISTRICT DESIGNATION
(HISTORIC PRESERVATION OVERLAY)**

1. PROPOSED DESIGNATION AREA

Proposed name of historic district _____

Designation to be bounded by the following streets or features

2. CONTACT INFORMATION

Contact information for two property owners in the proposed historic district who will serve as representatives to the Planning Department:

1. _____ name	2. _____ name
_____ mailing address	_____ mailing address
_____ telephone number	_____ telephone number
_____ email address	_____ email address

3. MEETINGS AND OTHER PUBLICITY

List the public meetings that have been held to notify property owners of the proposed historic district. For each meeting, include the date, time, location, method of publicity, speakers, and number attending. Identify other forms of publicity, such as letters, interviews, articles, and public notices, and include sample copies. List proposed meetings, providing the dates they will take place and other pertinent details.

4. DESCRIPTION OF THE PROPOSED HISTORIC DISTRICT

A complete description of the proposed historic district must be provided. The description must cover the following:

1. Natural and manmade elements comprising the district, including prominent topographical features and structures, buildings, sites, objects, and other kinds of development.
2. Architectural styles or periods represented and predominant characteristics, such as scale, proportions, materials, color, decoration, workmanship, and quality of design.
3. General physical relationship of buildings to each other and to the environment, including facade lines, street plans, squares, open spaces, density of development, landscaping, principal vegetation, and important natural features. Include a description of open spaces.
4. Appearance of the district during the time when the district achieved significance and any changes or modifications since.
5. General character of the district, such as residential, commercial, or industrial, and the types of buildings and structures, including outbuildings and bridges, found in the district. Qualities that distinguish the district from its surroundings.
6. General condition of buildings, including alterations, additions, and any restoration or rehabilitation activities.
7. Most important contributing buildings, sites, structures and objects and common kinds of other contributing resources.
8. Resources that do not contribute to the historic district.
9. Presence of any known archeological sites in the district.

5. SIGNIFICANCE OF THE PROPOSED HISTORIC DISTRICT

The following information must be provided to demonstrate the significance of the proposed historic district.

1. Provide a general history of the area, including its development, and how it reflects significant events, associations, and characteristics. All sources consulted for this section must be identified in the Bibliography section, below.
2. To be eligible for historic district overlay designation, the proposed district must meet at least one of the criteria listed below. Please explain how the proposed historic district meets the applicable criteria.
 - A. Associated with events and cultural groups that have made a significant contribution to the broad patterns of history, including those that exemplify the heritage of the city of Frederick.
 - B. Associated with the lives of persons significant in the history of the city of Frederick, the region, the state, or the nation.
 - C. Exhibits significance in design or construction, including any of the following:
 1. Embodies the distinctive characteristics of a type, period or method of construction, including characteristics particularly associated with the City of Frederick.
 2. Represents the work of a master
 3. Possesses high artistic values or superior craftsmanship
 4. Represents a distinguishable entity, such as an historic district or complex of resources, whose components may lack individual distinction.
 - D. Yielded or may be likely to yield information important in prehistory or history.

6. BIBLIOGRAPHY OF SOURCES

Cite the primary and secondary sources used to prepare this form, including but not limited to books, articles, public records, and interviews, using a standard bibliographical style.

7. REQUIRED ATTACHMENTS

The following must be attached to the application:

- A. Map of historic district, color coded to show contributing and non-contributing resources and including lot lines and address numbers for each lot.
- B. A list of all contributing resources and a list of all non-contributing resources.
- C. A completed Maryland Inventory of Historic Properties for each property in the proposed historic district, including large-scale outbuilding, such as garages and carriage houses. An inventory form does not need to be submitted for small-scale buildings, such as sheds. The Planning Department may have forms on file that can be edited for inclusion in the district application.
- D. A photograph, taken within the past two years, of each property in the proposed historic district, including large-scale outbuildings. The photographic format will be determined by the Planning Department, based on the photos on file in the department.
- E. The application must be accompanied by a list of all properties to be included in the historic district, with the name and address of the owner of record. The list must include the source of information and the date the information was compiled.