INSTRUCTIONS FOR COMPLETING THE NOMINATION FORM

FREDERICK COUNTY REGISTER OF HISTORIC PLACES

1. **NAME OF PROPERTY**: Enter the historic name or the common name of the property, indicating which in parentheses after the name. Applicants may consult the Historic Preservation Planner to determine an appropriate name, if desired.

2. **ADDRESS OF PROPERTY:**

A. **Individual structures:** Enter the house number and the name of the street and the name of the unincorporated town or village, if applicable.
Examples: 123 East Main Street, Johnsville or 11233 Green Valley Road, Johnsville vicinity. Do not enter the mailing address.

B. If the **property has no street address**, enter as precise a description of the location as possible.
Examples:

"Northwest corner of Glissans Mill Road and Dollyhyde Road" **or**

"500 feet north of Blacks Mill Road at the end of a gravel driveway, the entrance to which is 1/4 mile east of Layman Road".

C. For **districts or landscapes**, enter as precise a description as possible of the area being nominated.
Examples:

"2-220 E. Main St.; 1-229 W. Main St.; 330-400 Prospect Ave., Sabillasville" **or**

"Bounded by Mt. Tabor Road, Old Hagerstown Road, Middle Branch of Catoctin Creek, and MD Route 40A, Middletown vicinity."

3. **TAX MAPS AND PARCEL NUMBERS:** These may be identified in the State Department of Assessments & Taxation or the County Planning and Zoning Department, both located on the second floor of Winchester Hall, 12 E. Church St., Frederick, or the Frederick County Court House, Land Records Room, 100 W. Patrick St., Frederick.

4. **PROPERTY OWNER(S):** All property owners, including husbands and wives if named separately in the property title and any owners not residing in Frederick County, should be listed. When nominating **districts or landscapes** consisting of several parcels, Items 2, 3, and 4 should be combined in a single list.

5. DESCRIPTION OF PROPERTY BOUNDARIES:

A. Boundaries may be described in terms of:

- Legally recorded lot or parcel lines;
- Manmade or topographical features such as fence lines, hedgerows, tree lines, roads, rivers, streams, ridge lines, etc.

B. **Buildings, structures, objects, sites (including archeological sites)** or **natural features:**

- Select boundaries that encompass the resource and its immediate surroundings. For resources located on large rural parcels, the boundaries should reflect the property's historic setting and convey its historic significance.
- For individual properties on small lots in villages or subdivisions, the boundaries should be based on the legally recorded lot lines.

C. **Districts and landscapes:** Select boundaries that encompass the significant concentration of buildings, structures, objects, sites, and natural features, and that reflect the property's historic setting.

6. MAP:

A. **Individual properties:**

- The preferred base map is an 8½ x 11 photocopy of the appropriate section of a U.S. Geological Survey quadrangle map with the location of the property circled or the boundaries drawn with a dark line. The quadrangle map name and the name of the nominated property should be labeled on the map.

- If the property contains a number of buildings, structures, sites, objects, or sites, such as in a farmstead, a sketch map illustrating the approximate locations of the resources should be provided, in addition to the quadrangle map. The sketch map does not need to be drawn to scale, but it should be proportional and should include the name of the nominated property and a north arrow.

B. **Districts and landscapes:** For districts in an unincorporated town or village, a tax map showing the parcel outlines may be the most logical base map. The street addresses should be added for each parcel, if legible, or attached as a list (see Item 4 above). If a tax map is not legible or does not provide an accurate representation of the nominated district or landscape, a sketch map showing the relationship of the resources with the existing roads, lanes, alleys, paths, fences, hedgerows, tree lines, and open space should also be provided.

7. PHOTOGRAPHS: Black and white or color prints, color slides, or digital photos are acceptable. The number of views depends on the complexity and size of the property. Please discuss photographic coverage with the Historic Preservation Planner prior to taking photos.

8. **DESIGNATION STATUS:** This information is available in the historic sites files of the Planning and Zoning Department. The Inventory of Historic Properties and the National Register of Historic Places lists are also in the appendices to the Frederick County Historic Preservation Plan. Easement information is part of the legal property information at the County Courthouse. The Planning and Zoning Department also has a list of easements held by the Maryland Historical Trust.

9. **CRITERIA FOR SIGNIFICANCE:** Applicants should discuss the criteria with the County Historic Preservation Planner prior to completing this section.

10. **STATEMENT OF SIGNIFICANCE**: The statement should consist of a Summary Statement of Significance that succinctly identifies the criteria for designation met by the property and briefly states the specific features that meet each criterion, followed by more detailed background and/or supporting information. The more detailed information may be any length, but should be concise and as specific as possible. Historic context(s) which help place the nominated property within the larger picture of its location, type, historical and cultural importance, integrity and condition should be addressed in the detailed information. The Bibliographic references may include books, articles, primary sources, chain of title information, historical maps, tax records, genealogical studies, etc. Complete titles, authors' names, publishing information, and dates should be provided. Names of the repositories or locations of the sources are helpful.

11. **CONSENTING OWNERS:** Please refer to the Frederick County Historic Preservation Ordinance, Section 6(C) 5 for specific consent requirements for nomination of **districts**.

12. **NOMINATOR IDENTIFICATION:** This section must be completed, even if the nominator is the owner.

- **The nominated property must be posted 15 days prior to the date of the Historic Preservation Commission public hearing. Signs are provided by the Planning & Zoning Department. Signs should be reasonably weatherproofed and on a stiff backing. Signs should be displayed on the nominated property near the principal public road(s).**

- **Nominations will not be processed until all necessary supporting materials and the nomination form are received and accepted by the Planning & Zoning Department staff.**

- **Return the completed nomination form and all necessary supporting materials to:**

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