



**DESIGNATION OF INDIVIDUAL PROPERTY  
INFORMATION PACKET AND NOMINATION APPLICATION  
HISTORIC AND CULTURAL LANDMARKS COMMISSION**

**DEVELOPMENT SERVICES DEPARTMENT  
200 TEXAS STREET  
FORT WORTH, TEXAS 76102**

**817-392-8000  
817-392-8016 (Fax)**

Thank you for your interest in preserving the historic resources of the City of Fort Worth. We hope this information packet will make this application process as easy as possible for you.

**When do I apply?**

Historic Designation applications are due in the Development Services Department the third (3<sup>rd</sup>) Monday before the next scheduled Historic and Cultural Landmarks Commission (HCLC) public hearing. The HCLC meets the second (2<sup>nd</sup>) Monday of each month at 2:00PM in Council Chambers located on the second (2<sup>nd</sup>) floor of City Hall at 200 Texas Street. (A schedule of meetings and deadlines can be found on the last page of this information packet)

**What is an overlay district and how do I qualify?**

**City Zoning Ordinance-Chapter 4, Article 5: Historic Preservation Overlay Districts**

“Designation of a structure, site or area by the City Council as “HSE”, “HC”, or “DD” is intended as a zoning overlay which supplements the primary underlying zoning district classification. The permitted uses of the property shall be determined and controlled by the use regulations set forth for the primary zoning district classification for the property.”

**Criteria for Designating Individual Property:**

The criteria determining whether a property, site, structure or districts qualifies for designation, the subject property must meet at least 2 of the following criteria for DD designation, 3 of the criteria for HC designation, and 5 for HSE designation:

1. Is distinctive in character, interest or value; strongly exemplifies the cultural, economic, social, ethnic or historical heritage of the City of Fort Worth, State of Texas or the United States
2. Is an important example of a particular architectural type or specimen in the City of Fort Worth
3. Has been identified as the work of an important architect or master builder whose individual work has contributed to the development of the City of Fort Worth
4. Embodies elements of architectural design, detail, materials or craftsmanship which represent a significant architectural innovation
5. Bears an important and significant relationship to other distinctive structures, sites or areas, either as an important collection of properties of architectural style or craftsmanship with few intrusions, or by contributing to the overall character of the area according to a plan based on architectural, historic or cultural motif
6. Possesses significant archeological value, which has produced or is likely to produce data affecting theories of historic or prehistoric interest
7. Is the site of a significant historic event
8. Is identified with a person or persons who significantly contributed to the culture and development of the City of Fort Worth, State of Texas or the United States

**Integrity**

A property’s ability to convey its significance, taking into consideration the following seven factors: location, design, setting, material, workmanship, feeling and association, as set forth in National Register of Historic Places’ Seven Aspects of Integrity.

### **How are INDIVIDUAL properties nominated for designation?**

Property may be nominated for designation as Highly Significant Endangered (HSE), Historic and Cultural Landmark (HC), or Demolition Delay (DD) by the City Manager, City Council, Historic and Cultural Landmarks Commission, the owner or the owners authorized representative. Nominations shall be submitted to the Historic Preservation Officer. Nomination by the City Council or the Historical and Cultural Landmarks Commission shall be in the form of a resolution requesting that the Historic Preservation Officer submit the nomination to the Historical and Cultural Landmarks Commission. Nomination by the City Manager or the owner shall be by completion of a nomination form promulgated by the Development Services Department. No nomination fee shall be charged.

### **What is Historic and Cultural Landmark (HC)?**

1. A property, structures or sites satisfies 2 or more of the above criteria.
2. The HCLC or HPO must approve new construction, additions, and other exterior changes to individual properties.
3. Individual properties can qualify for a 10 year tax freeze of the assessed value of the land and improvements for the year previous to the application date, if the rehabilitation requirements are satisfied.

### **What is a Highly Significant Endangered property (HSE)?**

1. A property, structure or site satisfies 3 or more of the above criteria.
2. A property is threatened by irretrievable loss.
3. The HCLC or HPO must approve new construction, additions, and other exterior changes to individual properties.
4. Individual properties can qualify for a 10 year tax freeze (15 years if the rehabilitation work is completed within 2 years) of the assessed value of the land and improvements for the year previous to the application date, if the rehabilitation requirements are satisfied.

### **How will I know when the nomination will be heard?**

Upon receipt of a nomination, the Historic Preservation Officer or designee shall prepare a notice of nomination, which shall be mailed to the property owner by certified mail, return receipt requested, at least ten (10) days prior to the Historical and Cultural Landmarks Commission hearing. The notice shall include the following:

1. Description of structure or site proposed for nomination (provided by applicant)
2. Proposed category of protection and criteria on which the nomination is based (provided by applicant)
3. Description of the benefits, restrictions, and other terms of the proposed designation, including without limitation tax incentives and restrictions on demolition and rehabilitation
4. Time, place, and date of the public hearing by the Historical and Cultural Landmarks Commission
5. Statement of the stay of actions
6. Form on which the owner may explain the reasons why the nomination should be approved or denied.

## **What is permitted and not permitted on my property after a nomination is filed?**

### **Stay of Actions After Nomination:**

1. Interim Controls. The HCLC finds that immediate temporary controls prohibiting alteration, demolition, or relocation of properties for which a notice of nomination as HSE, or HC, has been mailed, and prohibiting demolition or relocation of structures for which a notice of nomination as DD has been mailed are required.
2. HSE/HC. All permits for construction, repairs, alterations, additions, stabilization, restoration, rehabilitation, demolition, or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness requirements contained in Section 4.507 for a period of 135 days or until the proposed designation is denied whichever occurs first. If the proposed designation is approved, the property shall be subject to all Certificate of Appropriateness requirements applicable to such designation. Permits obtained for property before notices of nomination are mailed shall not be subject to interim controls or the Certificate of Appropriateness requirements.
3. Demolition Delay. After mailing notice of nomination, all permits for demolition or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness for a period of 135 days or until the proposed designation is denied, whichever occurs first. In the event that the proposed designation is approved, the property shall be subject to all Certificate of Appropriateness requirements applicable to Demolition Delay properties. Permits requested before the notice of nomination is mailed are not subject to the interim controls or the Certificate of Appropriateness requirements.

### **How does the process work?**

#### **Step 1: Application guidelines**

Upon submission of the completed application, you will be placed on the next available scheduled Landmarks Commission meeting as a public hearing action item. Incomplete applications will not be accepted or forwarded to the Landmarks Commission for action. A completed application will consist of a description of the property, criteria for designation, and address and legal description for the property all this information is indicated on the following form.

#### **Step 2: Historic and Cultural Landmarks Commission Public Hearing**

The application shall be heard within 45 days after it is deemed complete, or as soon thereafter as is reasonably practicable. The HCLC may continue the case for a reasonable time if the Commission finds that all parties who have an interest in the structure or property are not present or that additional information is needed by the HCLC in order to evaluate such application. At the HCLC public hearing, the owner or owners, interested parties, local preservation groups and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, cultural, architectural or archeological importance of the structures or property.

#### **Step 3: City Council Hearing**

The City Council shall give notice and conduct its hearing on the HCLC's recommendation concerning the proposed designation within 45 days of receipt of the recommendation of the HCLC, or as soon thereafter as is reasonably practicable.

**Step 5: Design Guidelines**

Design Guidelines will be based on the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Either a written description of the structure or a photo and a brief description of the structure should be included as part of the guidelines. This is required to establish a baseline from which future design changes will be evaluated.

**Historic and Cultural Landmarks Commission meeting dates and application deadlines:**

<b><i>Application Deadline</i></b>	<b><i>2022 HCLC Meeting Dates</i></b>
December 19, 2022.....	January 09, 2023
January 17.....	February 13
February 20 .....	March 13
March 20.....	April 10
April 17.....	May 10
May 15.....	June 12
June 20.....	July 10
July 17.....	August 14
August 21 .....	September 11
September 18.....	October 09
October 16.....	November 13
November 20.....	December 11, 2023



# DESIGNATION OF INDIVIDUAL PROPERTY NOMINATION APPLICATION

## HISTORIC AND CULTURAL LANDMARKS COMMISSION

DEVELOPMENT SERVICES DEPARTMENT  
200 TEXAS STREET  
FORT WORTH, TEXAS 76102

817-392-8000  
817-392-8016 (Fax)

### HISTORIC PROPERTY

Historic or Common Name (if any): \_\_\_\_\_

Streets & Number Ranges: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Verbal Description of Boundary: \_\_\_\_\_

### ADDITIONAL DOCUMENTATION INCLUDED:

Maps

Site Plan

Photographs

Other: \_\_\_\_\_

### CRITERIA FOR DESIGNATION

1. Is distinctive in character, interest or value; strongly exemplifies the cultural, economic, social, ethnic or historical heritage of the City of Fort Worth, State of Texas or the United States
2. Is an important example of a particular architectural type or specimen in the City of Fort Worth
3. Has been identified as the work of an important architect or master builder whose individual work has contributed to the development of the City of Fort Worth
4. Embodies elements of architectural design, detail, materials or craftsmanship which represent a significant architectural innovation, including,
5. Bears an important and significant relationship to other distinctive structures, sites or areas, either as an important collection of properties of architectural style or craftsmanship with few intrusions, or by contributing to the overall character of the area according to a plan based on architectural, historic or cultural motif
6. Possesses significant archeological value, which has produced or is likely to produce data affecting theories of historic or prehistoric interest
7. Is the site of a significant historic event
8. Is identified with a person or persons who significantly contributed to the culture and development of the City of Fort Worth, State of Texas or the United States

#### Integrity

A property's ability to convey its significance, taking into consideration the following seven factors: location, design, setting, material, workmanship, feeling and association, as set forth in National Register of Historic Places' Seven Aspects of Integrity.

**Use a separate piece of paper to describe how the proposed district meets each selected Criterion with special emphasis on how the property meets at least three of the ten Criteria (for HC designation) or at least five of the ten Criteria (for HSE designation).**

**NATURE AND EXTENT OF THREAT**

For HSE applications, please describe the threat that the subject property is exposed to, that could result in irretrievable loss of the subject property. Please attach evidence of actual threat and supporting documents as necessary.

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**DESCRIPTION OF THE PROPERTY PROPOSED FOR DESIGNATION**

Must include a brief discussion of the history and physical characteristics of the property that makes it eligible for designation.

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**STATEMENT OF SIGNIFICANCE FOR THE PROPERTY**

Please discuss how the property meets each selected Criterion. It is recommended that each Criterion be addressed individually. Attach a statement of significance for the property. Continue on a separate sheet if necessary.

**SIGNATURE OF PROPERTY OWNER**

Please complete for each property in the proposed district. The property owner must sign the acknowledgment statement for each property. (This form may be reproduced.)

Owner's Name \_\_\_\_\_

Telephone \_\_\_\_\_

Street address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Agent's Name (if any) \_\_\_\_\_

Telephone \_\_\_\_\_

Street address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_ Property is not subdivided according to the County Deed Records  
Vol. \_\_\_\_\_, Page \_\_\_\_\_.  
It is shown as Tract \_\_\_\_\_ of the \_\_\_\_\_ Survey, City Tax Records.

\_\_\_ A metes and bounds description and a sketch map locating property so described are attached.

\_\_\_ Property is subdivided as below described:  
Subdivision name \_\_\_\_\_  
Block \_\_\_\_\_, Lot(s) \_\_\_\_\_; Block \_\_\_\_\_, Lot(s) \_\_\_\_\_;  
Block \_\_\_\_\_, Lot(s) \_\_\_\_\_; Block \_\_\_\_\_, Lot(s) \_\_\_\_\_;

Total land area contained herein, not counting streets or alleys, is \_\_\_\_\_ acres/sq. ft.

Current zoning of this property: \_\_\_\_\_

Current use of this property:  
\_\_\_ Single Family Dwelling      \_\_\_ Apartments      \_\_\_ Duplex  
\_\_\_ Commercial      \_\_\_ Industrial      \_\_\_ Other: \_\_\_\_\_

I \_\_\_ support / \_\_\_ oppose the application to place a Historic and Cultural Overlay District on my property.

I understand the benefits and restrictions associated with the proposed designation including restrictions on demolition and rehabilitation. I also understand that a public hearing regarding the proposed designation will be held in front of Historic and Cultural Landmarks Commission. I am entitled to be heard at that time in support or opposition of the designation. In the event that I am dissatisfied with the decision of the Commission, I am entitled to appeal within 15 days of the Historic and Cultural Landmarks Commission hearing.

Signature of owner: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**STAFF WILL COMPLETE FROM HERE DOWN**

**CERTIFICATION**

Date application submitted: \_\_\_\_\_.

As the Historic Preservation Officer for the City of Fort Worth, I certify that the nomination for historic district designation \_\_\_ is complete / \_\_\_ is incomplete and \_\_\_ meets / \_\_\_ does not meet the Criteria for Designation as set forth in Chapter 4, Article 5 of the Comprehensive Zoning Ordinance.

I recommend / do not recommend these properties be approved for designation as Historic and Cultural Landmark District.

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date

**RECOMMENDATIONS**

**Recommendation by Historic and Cultural Landmarks Commission:**

Date of Public Hearing: \_\_\_\_\_      \_\_\_ Approval      \_\_\_ Denial

Decision is as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Decision by Fort Worth City Council:**

Date of Public Hearing \_\_\_\_\_      \_\_\_ Approval      \_\_\_ Denial