



DESIGNATION OF DISTRICTS INFORMATION PACKET AND NOMINATION APPLICATION

HISTORIC AND CULTURAL LANDMARKS COMMISSION

PLANNING AND DEVELOPMENT 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 Planning & Development Department the third (3rd) Monday before the next scheduled Historic and Cultural Landmarks Commission (HCLC) public hearing. The HCLC meets the second (2nd) Monday of each month at 2:00PM in Council Chambers located on the second (2nd) 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 Designation of a District:

The criteria determining whether a property, site, structure or districts qualifies for designation, the subject area must meet at least 3 of the following criteria:

a. Significance

1. Is distinctive in character, interest or value and 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 or embodies elements of architectural design, detail, material, or craftsmanship that represent a significant architectural innovation in 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. Has been 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.
5. Bears a significant relationship to other distinctive buildings, structures, sites, objects, 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 designated as a Recorded Texas Historic Landmark or State Antiquities Landmark, or is included on the National Register of Historic Places.

b. Integrity

1. A district'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.

HC District. In addition to the application requirements set forth above, an application for HC District designation, including any related historic district expansion, or designation removal, including any district reduction, must contain the following:

- A. A windshield survey that consists of a completed survey form and photograph of every property, their settings, streetscapes, and unique characteristics of the HC District.
- B. Draft standards and guidelines or a copy of the Secretary of the Interior's Standards for the Treatment of Historic Properties for a proposed HC District. HC District design standards and guidelines must, at a minimum, meet the requirements of the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- C. A list of contributing and non-contributing resources for the HC District.
- D. Research that establishes the significance of the property in the proposed HC District, which includes a statement of significance.
- E. Signatures of property owners in support of the application who collectively own:
 1. Fifty percent or more of the land and the individual tracts, parcels, or platted lots located within the following boundaries:
 - a. For HC District designation removal, the existing HC District;
 - b. (B) For HC District designation, the proposed HC District; or
 - c. (C) For HC District expansion, both the proposed expanded HC District and existing HC District.
 2. Two or more platted lots developed together will be counted as one lot.
 3. Each vacant platted lot of sufficient size to be developed under the current zoning designation for the property will be counted as one lot.

How are DISTRICTS nominated for designation?

Districts may be nominated for designation as Historic and Cultural Landmark District (HC). A nomination for designation of an area as a Historic and Cultural Landmarks District is submitted by the property owners and must be signed by the property owners representing fifty percent (50%) or more of the individual tracts, parcels or platted lots to be located within the boundaries of the proposed district, and fifty percent (50%) or more of the land area to be located within the boundaries of the proposed district. Two or more platted lots developed together shall be counted as one lot. Each vacant platted lot of sufficient size to be developed under the current zoning designation for the property shall be counted as one lot.

What is Historic and Cultural Landmark District (HC)?

1. Two or more structures or sites satisfy 3 or more of the above criteria.
2. The HCLC must approve new construction, additions, and other exterior changes to individual properties and to the district as a whole.
3. Individual contributing properties within the district can qualify for a 10 year tax freeze at the assessed value of the land and improvements for the year previous to the application date, if the rehabilitation requirements are satisfied.
4. Owners of at least 50 percent of the property area and 50 percent of the parcels must be in support of the designation.
5. When application is made for the designation of a historic district, the owners shall submit within 60 days of designation a set of proposed design guidelines following the principles set forth in the Secretary of the Interior's Standards for the treatment of Historic Properties. The applicants shall prepare the guidelines with the assistance of the Historic Preservation Officer. Please call (817) 392-8012 for more information about establishing design guidelines for your district.

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 each individual owner of the property within such district 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 HC Landmark District has been mailed.
2. HC Landmarks District. 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.

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 district, criteria for designation, address and legal description for each property as well as the signatures of the owners of 50% of the area and 50% of the parcels, tracts or lots to be included in the district. All this information is indicated on the following form.

Step 2: Historic and Cultural Landmarks Commission 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: Zoning Commission

Upon recommendation of the HCLC, the proposed designation shall be submitted to the Zoning Commission. The Zoning Commission shall give notice and conduct its public hearing on the proposed designation within 45 days of the receipt of such recommendation from the HCLC, or as soon thereafter as is reasonably practicable.

Step 4: 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 Zoning Commission, or as soon thereafter as is reasonably practicable.

Step 5: Design Guidelines

Within 60 days of the designation, design guidelines must be submitted to the Planning & Development Department for the district and at a minimum, be based on the Secretary of the Interior's Standards for the Treatment of Historical Properties. Either a written description of each structure or a photo and a brief description of each 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:

Application Deadline 2024 HCLC Meeting Dates

December 18, 2023.....	January 08, 2024
January 16.....	February 12
February 19.....	March 11
March 18.....	April 8
April 15.....	May 13
May 20.....	June 10
June 15.....	July 8
July 17.....	August 12
August 19.....	September 9
September 16.....	October 14
October 21.....	November 11
November 18.....	December 9, 2024



HISTORIC DISTRICT NOMINATION APPLICATION

HISTORIC AND CULTURAL LANDMARKS COMMISSION

PLANNING AND DEVELOPMENT DEPARTMENT
200 TEXAS STREET
FORT WORTH, TEXAS 76102

817-392-8574
817-392-8016 (Fax)

HISTORIC PROPERTY

Historic or Common Name (if any): _____

Streets & Number Ranges: _____

City: _____ State: _____ Zip Code: _____

Number of Contributing Properties: _____ Number of non-Contributing Properties: _____

Verbal Description of Boundaries: _____

ADDITIONAL DOCUMENTATION INCLUDED:

___ Maps

___ Site Plan

___ Photographs

___ Other: _____

CRITERIA FOR DESIGNATION

a. Significance

1. Is distinctive in character, interest or value and 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 or embodies elements of architectural design, detail, material, or craftsmanship that represent a significant architectural innovation in 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.
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5. Bears a significant relationship to other distinctive buildings, structures, sites, objects, 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
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b. Integrity

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Use a separate piece of paper to describe how the proposed district meets each selected Criterion with special emphasis on how the area meets at least three of the eight Criteria.

NOMINATION

PROPERTY OWNERS OF AT LEAST 50% OF THE AREA AND 50% OF THE INDIVIDUAL TRACTS, PARCELS OR PLATTED LOTS INCLUDED IN THE PROPOSED DISTRICT MUST SUPPORT THE NOMINATION.

The following properties are nominated for designation as a Historic and Cultural District (provide a general description of the area in the space below. Continue on a separate sheet if necessary.

DESCRIPTION OF THE DISTRICT PROPOSED FOR NOMINATION

Must include a brief discussion of the history and physical characteristics of the proposed district that make it eligible for designation.

SIGNIFICANCE OF THE DISTRICT

Please discuss how the district meets each selected Criterion. It is recommended that each Criterion be addressed individually as a 'statement of significance' for the district. 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 to City Council within 10 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

Recommendation by Zoning Commission:

Date of Public Hearing _____ Approval _____ Denial _____

Decision by Fort Worth City Council:

Date of Public Hearing _____ Approval _____ Denial _____