



CITY OF HAVRE DE GRACE

# HISTORIC LANDMARK AND DISTRICT NOMINATION INSTRUCTIONS

The Havre de Grace Historic Landmark and District Program provides local protection and support to historic sites important to the history and culture of the City and its people. The Program is governed by Chapter 97 Historic Preservation, Section 97-6 Designation of Site Boundaries of the City Code.

## The Designation Process

1. **Nomination:** Complete and submit the attached Nomination Form.
2. **Notice and Public Hearing:** Within 45 calendar days of receipt of the completed form, the Historic Preservation Commission (HPC) will review the nomination at a public meeting and determine its recommendation.
3. **Designation:** If recommended for nomination by the HPC, the City Council will vote on a Resolution to designate the nominated property or district at a public legislative session. If the Resolution is passed, the property will be placed on the Havre de Grace Historic Landmarks and Districts List, which is kept on file at the Department of Planning.

## Nomination Form Instructions

Please fill out each section completely. Incomplete nominations will not be accepted.

1. **General Property/District Information:** The property's Inventory Number can be found online through <https://mht.maryland.gov/secure/medusa/>, Maryland's Cultural Resource Information System, *Medusa*. If the property has not previously been documented for the Maryland Inventory of Historic Properties (MIHP), contact Historic Preservation staff for assistance. An Inventory Number must be obtained prior to nomination for Landmark or District designation. The property's Tax ID Number can be found on the Maryland State Department of Assessments and Taxation (SDAT) website: <https://sdattax.maryland.gov/RealProperty/Pages/default.aspx>.
2. **Property Owner(s), and Applicant:** Property ownership information can be found on SDAT's website: <https://sdattax.maryland.gov/RealProperty/Pages/default.aspx>. For multiple property owners, please attach a separate sheet listing their names and contact information.
3. **Property/District Type:** Mark the box for the type of historic site being nominated. Mark only one box. For individual properties containing more than one building, structure, or site, classify them by the primary resource. For example, if a property includes a house and smokehouse, mark the box for Building because the house is the most important resource. Then list any secondary resources, like outbuildings (historic and modern). For District nominations, list the property types found within the district's boundaries (e.g. houses, shops, offices, etc.).
4. **Condition of the Primary Resource(s):** Mark the box that best describes the primary resource's overall condition. In some cases, more than one box may apply. For example, a resource may be altered and in good condition.

5. **Historic Background of Property/District:** Identify the property's historic use, period of significance, and current status.
6. **Historic Significance:** Why is the property being nominated for designation? Select all criteria that apply and provide a narrative that explains how the property meets the selected criteria. Please include the date of construction, names of architects or builders, and any other information that supports the nomination. Attach additional sheets if necessary. If using the fillable PDF nomination form, it is recommended that this section be completed in a word processing program first, and then copied and pasted into the fillable PDF form.
7. **Property Owner(s) Consent Form:** Per City Code, a property cannot be nominated for Historic Landmark designation without the consent of the property owner(s). This form must be signed by all legal property owners of the nominated property. For Historic District nominations, the owners of 75% or more of the lots within the proposed district must agree to designation, with each lot having one vote. Please contact Planning Department staff for assistance.
8. **Additional Documentation:**
  - a. **Map:** Please include a location map of the property with the boundary lines of the nominated Landmark or District highlighted. Please contact Planning Department staff if you need assistance creating the map.
  - b. **Photographs:** Submit recent photographs that create a true visual representation of the significant features of the property or district. The number of photographs required will vary according to the size and complexity of the nominated property or district. Include representative views of both primary and secondary resources.
    - i. For hard copy submissions, photographs must be 4"x 6" color prints (photocopies will not be accepted). Each photograph should be labeled on the back with the property's name, inventory number, and a brief description of the image (e.g. Facade, West Elevation, South Porch Details, etc.).
    - ii. For digital submissions, include high resolution digital images. Key the digital file names to a photo log that includes the property's name, inventory number, and a brief description of the image (e.g. Photo 1: Façade, Photo 2: West Elevation, etc.). Digital images may be submitted by e-mail, digital file sharing service (OneDrive, Dropbox, etc.), or saved to a USB/flash drive.
  - c. **Historic Landmark and District Nomination Mandatory Checklist:** Complete this checklist to ensure that your nomination contains the documentation required for review by the Havre de Grace Historic Preservation Commission.

For Historic Preservation Questions and Submission:

If you require assistance with submission or have any questions, please contact the Department of Planning at [historicpreservation@havredegracemd.com](mailto:historicpreservation@havredegracemd.com) or 410-939-1800.

Submission through email is **strongly** preferred. Nominations will be accepted through U.S. mail or in-person drop off at: Department of Planning, Havre de Grace City Hall, Attention: Planner, Historic Preservation Commission, 711 Pennington Avenue, Havre de Grace, MD 21078.