



Barry Glassman
Harford County Executive

HISTORIC LANDMARK NOMINATION FORM

HARFORD COUNTY HISTORIC PRESERVATION COMMISSION

c/o Harford County Department of Planning and Zoning
220 South Main Street • Bel Air, Maryland 21014

INSTRUCTIONS

Please fill out each section according to the information below so staff has enough material to properly evaluate the nomination. Nominations can be submitted at any time. The completed nomination form along with the attached mandatory check-list and required documentation can be submitted digitally upon consultation with the County Historic Preservation Planner OR hard copy submissions can be mailed or dropped off to the address above. **Staff is available to answer any questions and provide assistance in regards to this form:**

- 1. General Property Information:** Enter the name that best reflects the property's historic importance or was commonly used for the property during its period of significance (*e.g. The Liriodendron*). Enter only one name. Enter the property's Maryland Inventory of Historic Properties inventory number given by the Maryland Historical Trust (*e.g. HA - 0230*). **A property must be surveyed and documented in the Maryland Inventory of Historic Properties for Harford County, prior to its Historic Landmark nomination.** List additional names under "Other" (*e.g. The Kelly Estate*). Enter the building number and name of the street or road where the property is located. Enter the name of the city or town where the property is located. Enter the postal zip code for the property. Enter the tax ID number. This information can be found on the property's assessment report, which can be searched on the [State Department of Assessments and Taxation website](#).
Need Help: Please contact the Historic Preservation Planner if you need assistance with completing this section or finding this information.
- 2. Property Owner(s):** Enter the names and mailing addresses for all the legal owners of the nominated property. You can find these on the deed or on the nominated property's assessment report, which can be searched on the [State Department of Assessments and Taxation website](#). Please provide current contact information, including email addresses and home or cell phone numbers.
For multiple property owners, please attach a separate sheet listing all their contact information.
- 3. Applicant:** If the applicant is different than the owner (s) of the property, please enter the applicant's information on the form.
Enter the applicant's relationship to the nominated property (*e.g. owner; pastor; director of organization; president of the company; family member; consultant, etc.*). If the applicant is the same as the property owner, please enter "Owner" in the field for the applicant's relationship to the property.
- 4. Property Type:** Mark the box for the type of resource being nominated: building, district, site, structure, or object. Mark only one box. For individual properties containing more than one resource classify them by the most important resource, for example:

House, garage, and barn = Building (for house)

City park with small fountain = Site (for park)

Lighthouse, keeper's house, and oil shed = Structure (for lighthouse)

Outdoor sculpture with low wall = Object (for sculpture)

Please identify each resource within the property type, in the space provided. For example, list any secondary resources, like outbuildings (historic and modern).

* For districts, identify the different property types found within the district's boundaries (*e.g. Houses, shops, offices, etc.*).

Need Help: Please contact the Historic Preservation Planner if you need assistance with completing this section or finding this information.

5. **Condition of the Resource:** 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.

6. **Historic Background of Property:** Please identify the property's *historic use*. Mark all that apply.

Please identify the property's *period of significance*. For some properties, the period of significance can be as brief as a year, whereas others may span many years and consist of beginning and closing dates.

Base the period of significance on specific events directly related to the significance of the property, such as its construction.

Please identify the property's current *status* as occupied, vacant, for sale, process of transfer, or proposed for demolition.

Need Help: Please contact the Historic Preservation Planner if you need assistance with completing this section or finding this information.

7. **Historic Significance:** Please choose one or more of the criteria for designation being used to justify the nomination. Please provide a narrative that addresses how the property meets the applicable criteria for designation. Please include the date of construction, names of architects or builders, and any other information that supports the nomination. Feel free to attach additional sheets if necessary.

Where to Find: Most of this information can be found on the property's Maryland Inventory of Historic Properties Form or if the property is listed on the National Register, it's National Register Form. These can be downloaded from the Maryland Historical Trust's, Cultural Resource Database, Medusa (<https://mht.maryland.gov/secure/medusa/>) In addition, this information can be found in Christopher Week's book, *An Architectural History of Harford County* and in various formats at the Historical Society of Harford County.

Need Help: Please contact the Historic Preservation Planner if you need assistance with completing this section or finding this information.

Tip: If using the fillable PDF nomination form, it is recommended that this section be completed in a word processing document first, and then copy and paste it into the fillable form.

8. Property Owner(s) Consent Form: This form must be signed by all legal property owners of the nominated property. Please include this form with the completed nomination form. A property cannot be designated without the consent of the property owner(s). This form certifies that the property owner(s) are familiar with and understand the applicable state and local codes and ordinances, and the procedural requirements as prescribed in *Article XIII. General Provisions for Historic Landmarks.* of the Harford County Code.

9. Historic Landmark Nomination Mandatory Checklist: After completing the nomination form fill out this checklist to ensure that your nomination contains the documentation required for review by the Historic Preservation Commission. The review period will not begin until a completed nomination and checklist is submitted. Read and check each line carefully:

a. Map: Please include a location map of the property with the boundary lines highlighted. Any map format is acceptable.

b. Photographs: Please include recent photographs of the nominated property. They should be a true visual representation of the historical integrity and significant features of the property. The number of photographic views will vary according to the size and complexity of the property. Submit as many photographs as needed to show the current condition and significant aspects of the property. Include representative views of primary and secondary resources.

Photographs may be submitted digitally or in printed form. Printed color photographs must be “4 x 6” in size. Photocopies of photographs will not be accepted. For printed submissions, stack all photos in order and secure with a rubber band or clip. Photographs can also be submitted, in order, in plastic photo shelves. Please do not mount, tape, glue or otherwise secure photographs to the application. Please label the photos with the photo date, the property’s name and inventory number, and a brief description of what the photo shows on the back of each photo.

Digital submission is preferred, but not required. High resolution digital photographs may be submitted on a CD or Flash drive. They can also be submitted by email after consultation with the Historic Preservation Planner. Create a photo log that identifies each photo by its number that includes the month and year of the photograph, and brief description of the photo (e.g *Photo 1, April 2017, West elevation*).

c. Historic Landmark Nomination Form: Please make sure that all the appropriate sections are completed prior to submission.

d. Property Owner(s) Consent Form: This form must be signed by all legal property owners of the nominated property. Please include this form with the completed nomination form. A property cannot be designated without the consent of the property owner(s). This form is included with the nomination form.

Need Help? Contact Jacob M. Bensen, Historic Preservation Planner, if you need assistance with completing any items on the nomination: (410) 638-3103 x 1385 or jmbensen@harfordcountymd.gov



Barry Glassman
Harford County Executive

Harford County Historic Landmark Nomination Form

(Article XIII. General Provisions for Historic Landmarks)

This nomination form is designed to provide the necessary information for staff to be able to evaluate the significance of a property for possible inclusion on the Harford County Historic Landmarks List. For more information about each section, please review the [Historic Landmark Nomination Form Instructions](#). **Staff assistance is available to answer any questions you may have in regards to this form.**

General Property Information

Property Name _____ Inventory No. _____

Other _____

Address _____

City, town, zip _____

Tax ID Number _____

Property Owner (s)

Name (s) _____ Telephone _____

Street and number _____ Cell Phone _____

City, town _____ State _____ Zip code _____

Email address _____

Attach a separate sheet, if needed.

Applicant (if different from the property owner)

Name (s) _____ Telephone _____

Street and number _____ Cell Phone _____

City, town _____ State _____ Zip code _____

Email address _____

Applicant's relationship to the nominated property _____

Property Type

Please identify the property type by its most important resource. In addition, please identify each resource on the property. Attach a separate sheet, if needed.

<input type="checkbox"/>	Building	e.g. house, barn, spring house:	_____
<input type="checkbox"/>	Structure	e.g. bridge, wall, kiln, windmill:	_____
<input type="checkbox"/>	Site	e.g. battlefield, archaeological site :	_____
<input type="checkbox"/>	Object	e.g. milestone, boundary marker, fountain:	_____
<input type="checkbox"/>	District		_____

Condition of the Primary Resource

<input type="checkbox"/> Excellent	<input type="checkbox"/> Deteriorated
<input type="checkbox"/> Good	<input type="checkbox"/> Ruins
<input type="checkbox"/> Fair	<input type="checkbox"/> Altered

Property Name: _____

Inventory No. _____

Historic Background of Property

Historic Use		(mark all that apply)	Period of Significance		Status		
<input type="checkbox"/>	Agriculture	<input type="checkbox"/>	Health care	<input type="checkbox"/>	Prehistoric	<input type="checkbox"/>	Occupied
<input type="checkbox"/>	Commerce/trade	<input type="checkbox"/>	Industry	<input type="checkbox"/>	1600 - 1699	<input type="checkbox"/>	Vacant
<input type="checkbox"/>	Defense/ Military	<input type="checkbox"/>	Landscape	<input type="checkbox"/>	1700 - 1799	<input type="checkbox"/>	For Sale
<input type="checkbox"/>	Domestic	<input type="checkbox"/>	Museum	<input type="checkbox"/>	1800 - 1899	<input type="checkbox"/>	Process of Transfer
<input type="checkbox"/>	Education	<input type="checkbox"/>	Recreation/ culture	<input type="checkbox"/>	1900 - 1999	<input type="checkbox"/>	Proposed for demolition
<input type="checkbox"/>	Entertainment	<input type="checkbox"/>	Religion	<input type="checkbox"/>	2000 - Present		
<input type="checkbox"/>	Funerary	<input type="checkbox"/>	Transportation				
<input type="checkbox"/>	Government						

Historic Significance

Please choose one or more of the following criteria being used to justify the nomination.

Criteria for Designation:	
<input type="checkbox"/>	It is associated with events that have made significant contributions to our history.
<input type="checkbox"/>	It is associated with the lives of persons significant in our history.
<input type="checkbox"/>	It embodies character, interest or value as part of the heritage or culture of Harford County, Maryland or the Nation.
<input type="checkbox"/>	It embodies the distinctive characteristics of a particular architectural style, period, or method of construction.
<input type="checkbox"/>	It represents the work of a noted architect or master builder.
<input type="checkbox"/>	It possesses high artistic value.
<input type="checkbox"/>	It represents a significant and distinguishable entity whose components may lack individual distinction.
<input type="checkbox"/>	It has yielded and has the potential to provide important information about history or prehistory.

Please provide a detailed narrative that addresses how the property meets the above criteria. Feel free to attach additional sheets if necessary.

Property Name: _____

Inventory No. _____

Historic Significance continuation page

Property Name: _____

Inventory No. _____

Property Owner(s) Consent Form

Obtaining approval of this request for designation as a Harford County Historic Landmark does not absolve the applicant from obtaining all other applicable permits and approvals, such as building permits, certificates of appropriateness, tax credit applications, etc.

I/We _____ are the lawful owner (s) of record for the property located at _____, which has been nominated for designation as a Harford County Historic Landmark. I/We do hereby grant my/our consent for the submittal of this nomination form and designation of my/our property as a Harford County Historic Landmark, if so designated by the Harford County Historic Preservation Commission and the Harford County Council. I/ We hereby certify that I/we am/are familiar with and understand the applicable state and local codes and ordinances, and the procedural requirements as prescribed in Article XIII. General Provisions for Historic Landmarks. of the Harford County Code.

Name _____ Signature _____ Date _____
(Property owner)

Name _____ Signature _____ Date _____
(Property owner)

Name _____ Signature _____ Date _____
(Applicant)

Property Name: _____

Inventory No. _____

Historic Landmark Nomination Mandatory Checklist

Instructions: After completing the nomination form, fill out this checklist to ensure that your nomination contains the documentation required for evaluation. The checklist is based on the detailed information included in the [Historic Landmark Nomination Form Instructions](#). Read and check each line carefully; **the nomination review period will not begin until a completed form with checklist is submitted. Please attach your documentation to this form.**

- A Location Map** showing the property boundaries proposed for designation.
- Photographs** of existing conditions. Include: photo elevations of the primary resource and any secondary resources; detail photographs of any character defining features; if available any historic photographs.
- Historic Landmark Nomination Form**
- Property Owner Consent Form**

I attest that I have completed the Historic Landmark Nomination Form and provided the documentation required for evaluation.

Applicant Name _____

Signature _____

Date _____

Property Name: _____

Inventory No. _____

For Office Use Only – Department of Planning and Zoning

Significant exterior features to be protected:

Areas to be included:

Types of undertakings, other than those requiring a building or demolition permit to be reviewed:

Other Recommendations:

Date of Public Meeting: _____

The Historic Preservation Commission, in conjunction with the Department of Planning and Zoning has reviewed the Harford County Historic Landmark Nomination for the above listed resource, and has determined that:

- The completed nomination meets the required criteria for designation, and therefore is **approved**, and is recommended to the County Council for designation.
- The completed nomination does not meet the required criteria for designation, and therefore is **denied**.

Chair, Harford County Historic Preservation Commission

Date

Harford County Historic Preservation Planner

Date