

DESCRIPTION Provide on separate, attached sheets the following information in this order:

10. Detailed description of building and/or site. If known, also include date of construction, architect, builder, and alterations made since construction:
11. Description of special aesthetic, cultural, architectural or historical qualities that justify a designation. Include style of architecture (i.e. Victorian, Arts and Crafts, Spanish Revival, etc.)
12. Provide a sketch or parcel map that shows the boundaries of the parcel/site and also shows adjacent streets, roads or public access and approximate arrangement of structures on parcel or site. Note which buildings/sites are proposed for historical designation. Also provide a brief description of surrounding land uses. Is this the original site of this structure or has it been moved?
13. Attach drawings, photographs or other descriptive material. Provide dates of photographs if known.
14. Provide a statement of the condition of the building and/or site.
15. Provide the following:
 - a. Sources of information used in preparing this application. List books, documents, surveys, personal interviews and their dates.
 - b. Any other information you want to be considered for designation of the building/site
 - c. Any recommendation(s) from a local historical organization (optional)

REVIEW CRITERIA The Historic Building Review Committee shall consider the following criteria in the review of applications. Please assure that you provide sufficient, accurate information with sources and references that can be verified, to meet as many of these criteria as possible:

1. The age of the building and/or site.
2. The building and/or site are associated with events that have made significance in the heritage of the city or county.
3. The building and/or site are associated with the lives of persons significant in the city or county's past.
4. The building and/or site embody the distinctive characteristic of a type, period or method of construction or represent the work of a master or possesses high artistic value.
5. The proposed building and/or site materially benefit the architectural or historical character of the community.
6. The unique location or singular physical characteristic of the building and/or site proposed for designation represents an established and familiar visual feature of the community, area, city or county.
7. The preservation of a building and/or site is essential to the integrity of the community.
8. The Committee may consider other unique buildings and/or sites.