



Santa Barbara County Historic Landmarks Advisory Commission

GENERAL INSTRUCTIONS for Historic Landmark / Place of Historic Merit Nominations Form (Please see Specific Instructions also.)

REQUIRED CONTENT

1. All nominations must be typed, signed, and complete. Hand-written, incomplete or incorrectly prepared nominations will be returned without review by the Commission.
2. Continuation sheets, consisting of plain white 8 ½ x 11 inch paper, must be used whenever more space is needed to complete particular items on the form. Typically, some items will require the use of continuation sheets. For the sake of clarity preparers may choose to refer readers to the attached continuation sheet and begin the actual text on the continuation sheet, rather than interrupt the flow of information by starting, stopping, and starting again. Clearly indicate on each continuation sheet the item number that corresponds to the item number on the nomination form.
3. Statements of fact should be documented whenever possible through the use of references to books or other publications and include the publication's author, title, date of publication, and page number(s). Other types of documentation may include maps, photographs, diaries, building permits, and newspaper articles. Photocopied images from relevant sources may accompany the nomination as an appendix but may not replace the narrative text on the nomination form.
4. Nominations must include a copy of a published map showing the location of the nominated property.
5. Provide photographs that document the resource proposed to be designated and the current setting. If the resource is a structure photographs of each of its four exterior elevations should accompany each nomination. An informative historical photograph or photographs should also be included if available.

GUIDANCE FOR PREPARERS

A successful nomination depends on both the worthiness of the nominated property and the ability of those preparing the nominations to convey an accurate and complete summary of the property's history and attributes. Both of these factors make it important for nominators to understand the criteria that the Historic Landmarks Advisory Commission (HLAC) uses to evaluate nominations. The following questions are typical of those posed by HLAC members when reviewing nominations:

1. *Historic Integrity*: Does the property retain at least three of the following five elements of historic integrity?
 - a) Location – Does the resource remain in its original location?

- b) Setting – Has the growth of more recent nearby structures or features intruded upon and compromised the resource’s original historical context?
- c) Design – Does the resource accurately reflect its original style? If it has been altered, are the alterations compatible with its original design?
- d) Materials – Has the resource retained the physical elements, such as board siding or double-hung windows, that were present during its historic period? If original materials have been replaced, do the replacements accurately replicate the original materials?
- e) Workmanship – Are the original characteristics of the resource’s construction details, such as examples of fine craftsmanship, still present? If these elements have deteriorated or been disturbed, are the changes so extensive that their value as examples of fine craftsmanship been lost?
2. *Age*: Is the resource fifty, or nearly fifty, years old, the age generally used to determine if a resource qualifies as historically significant? If the resource is less than fifty years old, is it unique or does it possess extraordinary qualities of integrity, design, construction, or association, thereby qualifying as an exception to the fifty year standard?
3. *Eligibility Criteria*: Does the resource meet one or more of the following eligibility criteria (items A – I) as listed in full on HLAC’s Historic Landmark and Place of Historic Merit Information Sheet? The following questions, which correspond with the specific significance criteria listed on the Information Sheet, may assist nomination preparers when considering a resource’s qualifications:
- A) Does the resource reflect or embody an important aspect of the County’s history?
- B) Is the resource associated with a person or persons important to history?
- C) Is the resource an outstanding example of a particular style or type of structure, feature, site, or object?
- D) Is the resource the work of an historically important builder or architect?
- E) Does the resource contribute to the significance of a definable historic district or landscape?
- F) Is the resource a long-time visual feature of the neighborhood?
- G) Does the resource exhibit elements of fine craftsmanship?
- H) Does the resource reflect broad patterns of historical or geographical settlement or development?
- I) Is the resource a rare or disappearing example of its style or type?
4. *Resource Vulnerability*: Is the resource threatened? What would be the impact today and on future generations if the property were destroyed or drastically altered?

SUBMITTALS

1. Nominations may be submitted by a property owner, an agent of the property owner, an interested party, or the HLAC. Individuals or groups other than the HLAC, the owner, or an agent of the owner, are encouraged but are not required, to consult with the property owner prior to submitting the nomination.
2. Nominations may be submitted in person at the County Planning and Development Department, 123 East Anapamu Street, Santa Barbara, CA 93101-2058, or by email or registered mail to the Secretary of the HLAC, who may be reached at (805) 568-2000.