



Santa Barbara County Historic Landmarks Advisory Commission

SPECIFIC (ITEM-BY-ITEM) INSTRUCTIONS for Historic Landmark / Place of Historic Merit Nominations Form (Please see General Instructions for Nominations also.)

1. Address and Assessor's Parcel Number(s) of site:

If the property has a street address, enter it here. Include the Assessor's Parcel Number, if known.

2. Current owner's name, address, and telephone number:

Enter the owner's name, address, and telephone number even if the owner is not the applicant.

3. Name of property:

Enter the current official name, if one exists. Otherwise, use the most commonly used name or a descriptive name (e.g. "Smith House".)

4. Property's historical name and name of original owner:

Use this space to record any historic name(s) and the name of the original owner, if known.

5. Type of resource (check one):

Check the appropriate box. In rare cases more than one may apply. If "other," describe the resource.

6. Date of construction or age: *Use the most accurate date possible. Estimates may be used, but the fact that they are estimates must be clearly indicated. Provide references or documentation in support of the date indicated.*

7. Architect and architectural style:

Provide the name of the architect and the architectural style, if applicable and known.

8. Physical description of the nominated property:

Carefully describe the resource being nominated, its characteristic attributes and important aspects. Include overall dimensions, component parts, distinguishing features, materials, etc.

9. Physical alterations to the nominated property and its current historical and architectural integrity:

Describe when and how the resource or structure has been altered. Which features or elements have been changed? Have the materials and stylistic attributes changed? To what extent?

10. Description of current setting, including but not limited to associated cultural features such as vegetation, walls, roads, as applicable:

What is the surrounding area like? What structures, development or landscape surround the resource?

11. Provide a brief history of the nominated property and discuss its historical importance.

Discuss the origin or construction of the resource or structure, its makers, occupants, uses, and its historical and social setting, as applicable. Provide dates and references and use continuation pages as necessary.

12. Discuss why the nominated property meets one or more of the eligibility criteria established by the County Code of Ordinances, Chapter 18A, Section 18A-3.

Consult the County Landmark Information Sheet to see the nine criteria (A-I). Individually list those criteria that apply and discuss why beneath each one. Use continuation pages as necessary.

13. Summarize the case for the designation of this property as a Landmark or Place of Historic Merit.

Check the appropriate designation. Briefly summarize why the historic resource should be designated. Consider the questions posed in the General Instructions. What would happen if the resource were destroyed or changed?

14. Published map with the property location marked:

Provide a copy (8 1/2" x 11") of a published map such as a street map or Thomas Guide with the location clearly marked. Check the box.

15. Map or survey of the property boundaries. Include the boundaries of those portions or elements that are proposed to be designated:

Provide a map (8 1/2" x 11") with the property boundaries such as an Assessor's Parcel Map or Survey Map. Indicate the elements or portions of the property that are proposed to be included in the designation. Check the box.

16. Number and description of photographs enclosed. Where feasible provide views of those features that make the property worthy, as well as views of the current setting.

Provide photographs that document the resource proposed to be designated and the current setting. Indicate the number of photographs with a corresponding numbered list that identifies what is shown (or title individually) and when the photograph was taken. Whenever possible provide historic photographs with the date, subject, and source identified. Printed photographs should not be larger than 8 1/2" x 11".

17. Name, address, telephone number, and email address of person or entity submitting this nomination:

The source of all nominations must be clearly identified and contact information provided.

18. I believe that the statements made herein are true and complete.

Check the box and sign the statement indicating the veracity of the nomination. Nominations may be signed by property owners, authorized agents, representatives of community organizations, or members of the public.

19. Date of nomination:

Provide the date of the nomination.

For further information see Historic Landmark and Place of Historic Merit Information sheet and the General Instructions for Santa Barbara County Historic Landmark or Place of Historic Merit Nominations sheet. These may be found at <http://sbcountyplanning.org/boards/hlac/index.cfm>.