

CITY OF GRANBURY
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Historic Preservation
DESIGN GUIDELINES

3. PROCEDURE TO OBTAIN DESIGNATION AS A CITY OF GRANBURY HISTORIC LANDMARK OR A HISTORIC DISTRICT

1. Complete a Historic Landmark Zoning Petition application.
2. Submit a completed application to the Community Development Department 10 days before the Historic Preservation Commission's meeting date.
3. The meeting dates for the Historic Preservation Commission are generally the second and fourth Thursdays of each month at 4:30 p.m.
4. You will be asked to pay a \$50 filing fee according to the Master Fee Schedule with your application.
5. You will be notified prior to the Commission's hearing on your application. At the hearing, you may present testimony or documentary evidence on the importance of the proposed historic landmark or district.
6. If the Commission recommends your property for designation as a historic landmark, or your neighborhood for designation as a historic district, its recommendation will be submitted to the Planning & Zoning Commission within 30 days of your final application.
7. The Planning & Zoning Commission will provide public notice and hold a hearing on your application within 45 days. After its meeting, the Planning & Zoning Commission will make its recommendation to the City Council within 45 days.
8. The City Council will schedule a hearing on the Planning & Zoning Commission's recommendation within 45 days.
9. If the City Council votes to recognize your building as a historic landmark or your neighborhood as a historic district, the designation will be recorded with the County, City and the Tax Appraisal District. All zoning maps will indicate the designated historic landmarks or districts.
10. If the City Council votes to recognize your building as a historic landmark or your neighborhood as a historic district, you will have to pay for your landmark plaque, what is the history of this statement the commission has been historically paying for landmark plaque.

Criteria for Granbury Historic Landmarks and Granbury Historic Districts

A property or neighborhood can be awarded designation as a Granbury Historic Landmark or a Granbury Historic District if it meets one or more of the following criteria:

1. Has been recognized as a Recorded Texas Historic Landmark or has been entered into the National Register of Historic Places.
2. Possesses significance in history, architecture, archeology, and culture.
3. Is associated with the lives of persons significant in our past.
4. Embodies the distinctive characteristics of a type, period, or method of construction.
5. Represents an established and familiar visual feature of the City.

APPLICATION - HISTORIC LANDMARK or HISTORIC DISTRICT ZONING PETITION

Site Address _____

Legal Description: (Lot, Block, or
Metes & Bounds – Attach
Exhibit "A" if Necessary):

STREET SIDE PHOTOGRAPH

3 X 5 OR LARGER

Present Use: _____

Name of Owner(s)	Address	Telephone Number
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***Note:** Additional owners may be attached on separate sheet of paper

Applicant Name	Applicant Address	Applicant Telephone No.	Applicant Email
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If you have a prepared application for a Texas Historical Marker or National Register Nomination, please attach it to this form. Additional information is not required.

CONSTRUCTION DESCRIPTION

1. Date built: _____

2. Architectural style or period: _____

3. Distinctive architectural features (design, detail, material or craftsmanship):

4. Why is this building/or district historically significant? Please attach a documented, written history and a chain of title for the property or properties.

5. Attach at least four photographs of the exterior of the property, one view each direction North, East, South, West). Also, attach photos emphasizing particular architectural detail, outbuildings, and landscaping. Also, attach a historical photograph of the exterior of the property. (All photos should be 3 inches x 5 inches or larger.)

We, the undersigned owner(s) of or party(ies) with financial interest in all property herein described do hereby file this, my/our petition, asking that the said property be designated as a historic landmark under the provisions of Ordinance No. 94-483 of the Code of Ordinances of the City of Granbury, Texas.

I/We herewith tender the filing fee of fifty (\$50.00) and if the Historic Preservation Commission recommends our property for designation, we agree to pay for our landmark plaque. I/we authorize the City of Granbury to place a sign or signs on the above property for public notification of the proposed historic designation.

Name _____

Address _____

City _____ State _____ Zip _____

Phone () _____

Submitted this _____ day of _____, 20 _____