



City of McKinney Historic Building Marker Application

Submit the completed application to the following address:
City of McKinney, Planning Department
221 N. Tennessee Street, McKinney, TX 75069

I. Applicant Information

Date of Submittal _____
Name of Applicant _____
Address _____
Telephone (____) _____
E-mail Address _____

II. Owner Information (If different from Applicant)

Name of Owner _____
Address _____
Telephone (____) _____
E-mail Address _____

III. General Building Information

Name of Building _____
Address of Building _____
Date of Construction Known _____ or Circa _____
(If not known provide approximate date Circa)
Architect/Designer _____
Builder/Contractor _____
Architectural Period/Style _____

Legal Property Description of Current Location (Lot and Block Numbers)

<u>FOR OFFICE USE ONLY:</u>	
Date Received: _____	Preservation Priority: _____
File # _____	Built Circa: _____

Does the building remain on its original site?

- Yes
- No (specify original location) _____

Indicate the original and adapted uses of the building.

Original Uses	Adapted Uses
<input type="checkbox"/> Agriculture _____	<input type="checkbox"/> Agriculture _____
<input type="checkbox"/> Commerce _____	<input type="checkbox"/> Commerce _____
<input type="checkbox"/> Education _____	<input type="checkbox"/> Education _____
<input type="checkbox"/> Government _____	<input type="checkbox"/> Government _____
<input type="checkbox"/> Healthcare _____	<input type="checkbox"/> Healthcare _____
<input type="checkbox"/> Industrial _____	<input type="checkbox"/> Industrial _____
<input type="checkbox"/> Recreation _____	<input type="checkbox"/> Recreation _____
<input type="checkbox"/> Religious _____	<input type="checkbox"/> Religious _____
<input type="checkbox"/> Residential _____	<input type="checkbox"/> Residential _____
<input type="checkbox"/> Social _____	<input type="checkbox"/> Social _____
<input type="checkbox"/> Transportation _____	<input type="checkbox"/> Transportation _____

IV. Architectural Description

A. Physical Characteristics

	Original	Current
Number of stories	_____	_____
Orientation	_____	_____
Floor Plan		
Open plan	<input type="checkbox"/>	<input type="checkbox"/>
L-plan	<input type="checkbox"/>	<input type="checkbox"/>
Modified L-plan	<input type="checkbox"/>	<input type="checkbox"/>
Center passage plan	<input type="checkbox"/>	<input type="checkbox"/>
2-room plan	<input type="checkbox"/>	<input type="checkbox"/>
T-plan	<input type="checkbox"/>	<input type="checkbox"/>
Shotgun plan	<input type="checkbox"/>	<input type="checkbox"/>
Asymmetrical plan	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Roof Type		
Gable	<input type="checkbox"/>	<input type="checkbox"/>
Hipped	<input type="checkbox"/>	<input type="checkbox"/>
Flat with parapet	<input type="checkbox"/>	<input type="checkbox"/>
Gambrel	<input type="checkbox"/>	<input type="checkbox"/>
Mansard	<input type="checkbox"/>	<input type="checkbox"/>
Shed	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____

B. Materials (Please check all that apply)

	Original	Current
Construction		
Frame	<input type="checkbox"/>	<input type="checkbox"/>
Solid Brick	<input type="checkbox"/>	<input type="checkbox"/>
Solid Stone	<input type="checkbox"/>	<input type="checkbox"/>
Concrete	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
Foundation		
Pier and Beam	<input type="checkbox"/>	<input type="checkbox"/>
Stone	<input type="checkbox"/>	<input type="checkbox"/>
Brick	<input type="checkbox"/>	<input type="checkbox"/>
Concrete	<input type="checkbox"/>	<input type="checkbox"/>
Concrete Masonry Units	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Wall Surface		
Siding (specify type) _____	<input type="checkbox"/>	<input type="checkbox"/>
Stucco	<input type="checkbox"/>	<input type="checkbox"/>
Stone	<input type="checkbox"/>	<input type="checkbox"/>
Brick	<input type="checkbox"/>	<input type="checkbox"/>
Wood Shingle	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
Windows		
Wood Sash	<input type="checkbox"/>	<input type="checkbox"/>
Aluminum Sash	<input type="checkbox"/>	<input type="checkbox"/>
Single-hung	<input type="checkbox"/>	<input type="checkbox"/>
Double-hung	<input type="checkbox"/>	<input type="checkbox"/>
Casement	<input type="checkbox"/>	<input type="checkbox"/>
Fixed	<input type="checkbox"/>	<input type="checkbox"/>
Awning	<input type="checkbox"/>	<input type="checkbox"/>
Hopper	<input type="checkbox"/>	<input type="checkbox"/>
Sliding	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
Roof Materials		
Shingles (specify type) _____	<input type="checkbox"/>	<input type="checkbox"/>
Tile (specify type) _____	<input type="checkbox"/>	<input type="checkbox"/>
Slate	<input type="checkbox"/>	<input type="checkbox"/>
Metal (specify type) _____	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>
Primary Exterior Color _____		
Secondary (Trim) Color _____		

1. Supporting Documentation

Please attach the following information. All written documentation should be double spaced, 12 point-font, justified.

A. Alterations

List any known changes or modifications made to the property throughout its history.

B. Historical Figures/ Historical Information about individuals who are associated with the property.

List any historical figures associated with the property. Provide names and occupations.

C. Property Ownership

Legal description of property with a location map as well as a list all known owners of the property. Include original owner and subsequent owners.

D. Tenant History

List all known tenants of the property throughout its history.

E. Narrative History

Attach a narrative explanation of the chronological and historical development of the property. (See attached example.) The above information should be included as part of your narrative.

F. Drawings

- Provide a sketch of the current site plan. Include the proposed location of the historic plaque.
- Provide a sketch map indicating the nominated property and any related sites.
- Copies of Sanborn Maps™ showing the house's relationship to other homes and the footprint of the house

G. Photographs

Historic

- Provide at least one historic photograph of the property.

Current

- Provide at least one current photograph of the property illustrating in its surrounding context. For example, photograph the streetscape in which the building is included.
- Provide at least one photograph of each side of the building.

H. Additional Information

Provide any additional information that supports the application. This may include copies of architectural drawings, letters, oral histories, newspaper/magazine articles, etc.

I. References

Attach a list of the books, articles, Sanborn Maps™, newspapers, and other sources used in preparing this form. (See a list of possible references after the signature page.)

The Historic Preservation Advisory Board requests that all plaques be mounted on the front façade of the approved building within thirty (30) days of receipt.

Permission of owner for plaque placement

Applicant Signature

Owner Signature

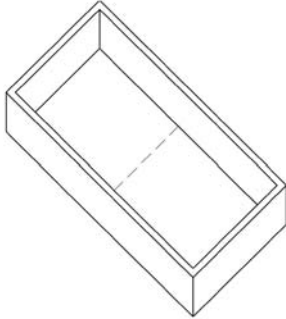
References (Note: This is not a complete list.)

- Beam, Harold. *A History of Collin County, Texas*. M.A. thesis, University of Texas at Austin, 1951.
- Blumenson, John J. -G, *Identifying American Architecture: A Pictorial Guide to Styles and Terms 1600-1945*. New York: W.W. Norton & Company, 1981.
- Carley, Rachel. *The Visual Dictionary of American Domestic Architecture*. New York: Henry Holt and Company, 1997.
- Champ, Minnie Pitts, *Collin County, Texas, Families*, McKinney, Volume II Collin County Book Company, 1999.
- Collin County. County Clerk. Land Deeds, Marriage Records, Probate Records, etc. McKinney, Texas: Collin County Courthouse.
- Collin County in Pioneer Times: Selections from the George Pearis Brown Papers*. McKinney, Texas: The Collin County Historical Society, 1984.
- Connor, Seymour V., *The Peters Colony of Texas*. Austin, Texas State Historical Commission, 2005.
- Gottfried, Herbert and Jan Jennings, *American Vernacular Design 1870-1940: An Illustrated Glossary*. New York: Van Nostrand Reinhold Company, 1985.
- Hall, Capt. Roy F., and Helen Gibbard Hall. *Collin County: Pioneering in North Texas*. Bowie, Heritage Books, Inc. 1994.
- Hall, Helen Gibbard. *The Way It All Began : McKinney , Texas A History*. McKinney, Collin County Historical Society, Inc., 2006.
- Harris, Cyril M., *Illustrated Dictionary of Historic Architecture*. New York, Dover Publications, Inc: 1983.
- McAlester, Virginia, Lee McAlester, *A Field Guide to American Houses*. New York: Alfred A. Knopf, 1996.
- McKinney, Texas. McKinney City Library. Sanborn Fire insurance Maps of McKinney. Texas.
- McKinney, Texas. McKinney City Library. McKinney, Texas phone directories.
- Morton iii, W. Brown, Gary L. Hume, Kay D. Weeks, H. Ward Jande, Anne E. Grimmer, and Kay D. Weeks Project Directors, *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings*. Washington, D.C.: Heritage Preservation Services, 1997.
- The Owl Club, *The Architectural Heritage of McKinney*. Dallas, The Williamson Printing Company, 1974.
- Pitts, Alice Ellison, *Collin County, Texas, Cemetery Inscriptions Volume I*, McKinney, Collin County Book Company, 1975.
- Pitts, Alice Ellison, *Collin County, Texas, Cemetery Inscriptions Volume II*, McKinney, Collin County Book Company, 1978.
- Pitts, Alice Ellison, *Collin County, Texas, Families*, McKinney, Collin County Book Company, 1994.
- Pitts, Alice Ellison, *Collin County, Texas, Marriages 1846 -1888* McKinney, Collin County Book Company.
- Preziosi, David, *Historic Natchez Design Guidelines*. 1998.
- Searcy, Mrs. Marshall M., *The architectural Heritage of McKinney*. Dallas: Williamson Printing Co., 1974.
- Stambaugh, J. Lee, and Lillian J Stambaugh, *A History of Collin County, Texas*. Austin, The Texas State Historical Association, 2000.
- State Historical Society of Colorado, *Good Neighbors: Building Next to History: Design Guidelines Handbook*. Colorado Historical Society, 1980.
- Tyler, Norman. *Historic Preservation: An Introduction to Its History, Principles, and Practice*. New York: W.W. Norton & Company, 2000.
- Vargo, Julie L., *McKinney, Texas: The First 150 Years*. Virginia Beach, The Donning Company Publishers, 2003.

Historic Marker Application Glossary

2-Room Plan

A plan comprised of two rooms with no interior hallway. The two rooms are often of unequal size and decoration.



Alterations

Any changes or modifications made to the property throughout its history.

Awning Window

A window that pivots along the top edge of a sash.

Board and Batten

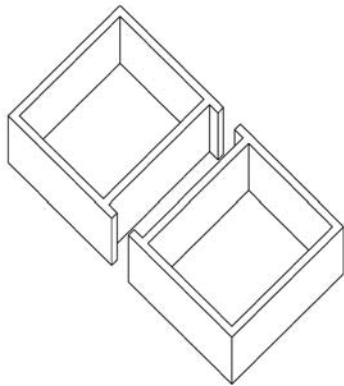
Vertical siding with wood strips (battens) to hide the seams where other boards are joined.

Casement Window

A side-hinged window that swings open to one side.

Center Passage Plan

A structure with a central corridor, or passageway.



Concrete Masonry Units

A block of hardened concrete, with or without hollow cores, commonly used for foundation and backing walls.

Double-Hung Window

A window having two sashes that slide vertically past each other.

Façade

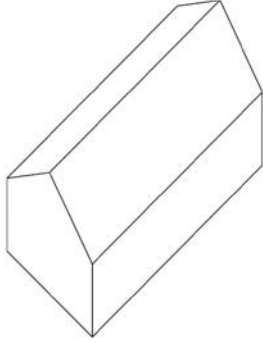
The architectural front of a building.

Fixed Window

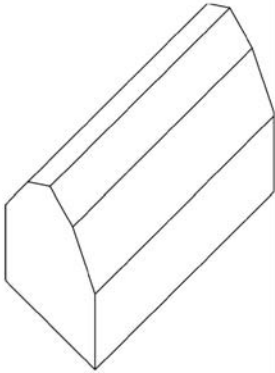
A window with no operable components.

Gable Roof

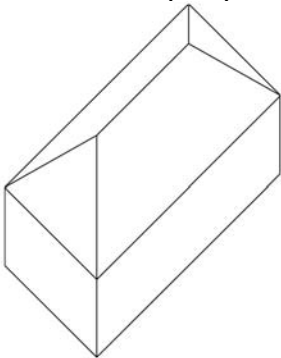
A roof sloping on two sides to create gables at both ends of the building.

**Gambrel Roof**

A roof with one low, steep slope and an upper, less-steep one on each of its two sides.

**Hipped Roof**

A roof which slopes upward from all four sides of a building.

**Hopper Window**

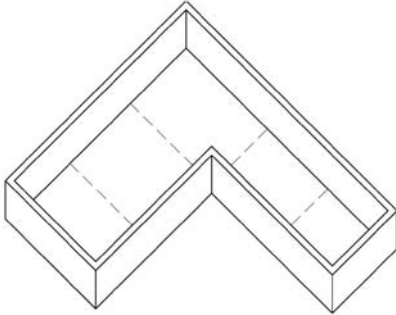
A window that pivots along the bottom edge of a sash.

Legal Property Description

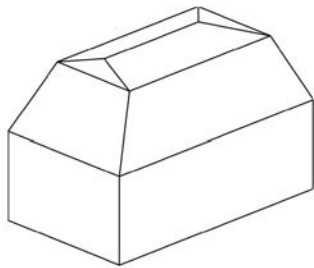
A statement giving the precise boundaries of a historic property, including the lot and block numbers that can be obtained from the following website: <http://www.collincad.org/>.

L-Plan

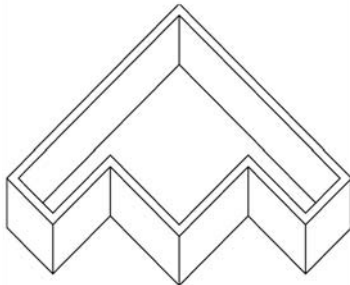
A simple plan resembling the shape of the letter 'L'.

**Mansard Roof**

A roof having two slopes on all four sides. The lower slope is steeper and longer than the upper slope.

**Modified L-Plan**

An elaboration of the L-plan form with a cube-shaped central mass and projecting front and side wings.

**Open Plan**

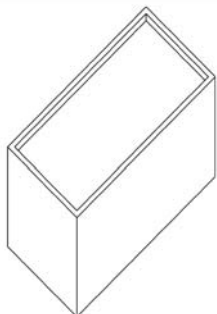
A plan with a regular structural system but no permanent interior partitions, typical of commercial structures.

Orientation

The relationship of a building to its site. The main façade and entrance of the building may face north, south, east, or west.

Parapet

A portion of the exterior wall that extends above the line of the roof.



Pier and Beam Foundation

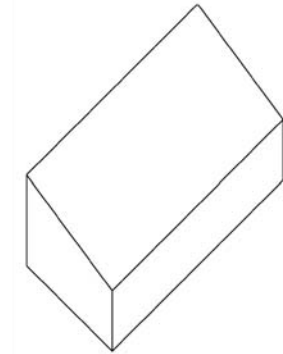
A building system that emphasizes the regular use of vertical and horizontal (or slightly sloping) structural members.

Sash

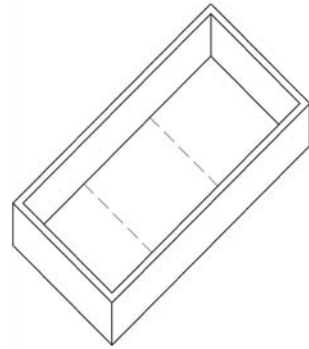
A window frame that may be fixed or moveable. If moveable, it may slide vertically (double-hung, single-hung), or it may pivot (casement window).

Shed Roof

A roof type with one sloping plane covering the entire building.

**Shotgun Plan**

A long, narrow plan comprised of units aligned in a single row, one unit wide and typically one to four units deep.

**Single-Hung Window**

A window with two overlapping sashes. The lower sash slides vertically in the tracks, and the upper sash is fixed.

Site

The section of town or general location in which the building lot is located.

Site Plan

A drawing showing the boundaries of the property, the location and size of the nominated building, and any other significant site components such as additional structures and landscape features.

Sliding Window

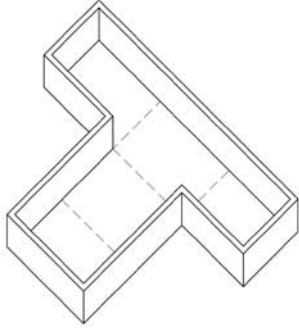
A window with one fixed sash and another that slides horizontally in the tracks.

Stucco

A sturdy type of plaster used on exterior walls, sometimes spread in a decorative pattern.

T-Plan

A simple plan resembling the shape of the letter 'T'.



U-Plan

A simple plan resembling the shape of the letter 'U'.

Legal Instruments

Listed below are different types legal instruments and identification of the grantors/grantees of each type. Researchers may proceed in reverse order (i.e. beginning with the present property owner as the grantee and working in reverse) or in direct order (i.e. beginning with the original property owner as the grantor).

TYPE OF INSTRUMENT	GRANTOR (DIRECT)	GRANTEE (INDIRECT, REVERSE)
Deed of Conveyance	Seller	Buyer
Quit Claim Deed, Partition Deed	Seller (Constable or Sheriff Name)	Buyer
Foreclosure Deed, Constable's Deed, Sheriff's Deed	Person getting foreclosed on and/or Trustee or Substitute Trustee (Constable or Sheriff Name)	Buyer and/or original lender by whom the note is held
Warranty Deed	Seller	Buyer
Deed of Trust, Deed of Trust to Secure Assumption	Borrower	Lender
Release, Partial Release	Holder of note, i.e. Lending Company (Beneficiary)	Original Borrowers (Person being released)
Power of Attorney	Person granting the Power of Attorney (Person who signed the document)	Person who is receiving the Power of Attorney
Affidavit	Person signing the affidavit	The Public
Affidavit of Heirship (When someone dies and there is no will)	Person signing the document, Deceased Person, Heirs	The Public
Mechanic Lien Contract	Borrower (Owner)	Contractor, Builder, or Lending Co.
Affidavit of Mechanic Lien	Person filing lien (Contractor and/or Subcontractor)	Owners of Property (Borrowers and/or Contractor)
Release of Mechanic Lien	Contractor, Builder, or Lending Company	Borrower (Owner)
Easement	Person granting easement	Person receiving easement
Transfer	Person transferring property/note	Person receiving property/note
Abstract of Judgment	Plaintiff	Defendant
Release of Abstract of Judgment	Person holding abstract	Person being released
Lis Pendens	Plaintiff	Defendant
Financing Statement	Debtor (Borrower/Owner)	Secured Party (Lending Company)
Release of Financing Statement (UCC)	Secured Party (Lending Company)	Debtor (Borrower/Owner)
Assumed Names	Business Name	Owner Names
State/Federal Tax Liens, State/Federal Tax Lien Release	Holder of Notice of Lien/Lienholder	Taxpayer
Declaration of Domestic Partner	First Person	Second Person
Hospital Lien	Hospital Name	Injured Person
Notice of Child Support Lien	Obligee (Person who is owed)	Obligor (Person who owes)
Miscellaneous Documents	Person signing document	Other names on document

Property Research Terms

Abstract of title: A complete historical summary of all recorded documents affecting the title of a property. An abstract can also be the original grant, usually followed by a number. Example: T. Lindsay Baker League, A-117.

Affidavit: A sworn statement, usually for purposes of establishing land use and ownership or legal heirs.

Assignee: One to whom a right or property is transferred.

Chain of title: The linkage of property ownership that connects the present owner to the original source of title.

Cloud on the title: Any claim, lien, or encumbrance that impairs title to the property.

Codicil: A written supplement or amendment to an existing will.

Deed: A document that when properly executed and delivered conveys title to land.

Deed of trust: A deed given to secure a loan and treated as a mortgage.

Easement: The right or privilege one party has to use land belonging to another for a special purpose not inconsistent with the owner's use of the land.

Executor or executrix: A person named in a will to carry out its instructions.

Fee simple: The most complete set of rights one can hold in land and land ownership.

Gift deed: A deed that usually states "love and affection" as the consideration.

Grant: The act of conveying ownership; also the original division of land in conveyance from the government to an individual or company.

Grantee: The person named in a deed that acquires ownership.

Grantor: The person named in a deed that conveys ownership.

Heirs: Those designated by law to receive the property of a deceased person if he leaves no will.

Intestate: One who dies without a legal will.

Lien: A hold or claim which one person has on the property of another to secure payment of a debt or other obligation.

Mechanic's lien: A claim placed against property by unpaid workmen or material suppliers.

Metes and bounds: A method of land description that identifies a parcel by specifying its shape and boundaries.

Monument: An iron pipe, stone, tree, or other fixed point used in making a survey.

Partition: To divide jointly held property into distinct portions.

Party wall: A fence or wall erected along a property line for the mutual benefit of both owners.

Personal property: A right or interest in things of a temporary or movable nature; anything not classed as real property.

Plat: A map that shows the location and boundaries of individual properties.

Promissory note: A written promise to pay a debt.

Oil, gas, and mineral lease: An agreement that grants use of the land for the purpose of exploration/production.

Quit claim deed: A document conveying whatever title interest the grantor has.

Real property: Land and improvements.

Sheriff's deed: A deed issued as a result of a court-ordered foreclosure sale.

Testate: To die with a last will and testament.

Title search: An inspection of publicly available records and documents to determine the current ownership and title condition of a property.

Trustee: One who holds property in trust for another.

Warranty deed: Essentially a deed guaranteed free from encumbrances.

Terms collected by Dan Utley of the Texas Historical Commission from the following source:

Charles J. Jacobus and Bruce Harwood, eds. *Texas Real Estate*, Third Edition. Reston, VA: Reston Publishing Company, 1983.

