

CITY OF MCKINNEY

# HISTORIC MARKER APPLICATION SUBMITTAL PACKET



HISTORIC PRESERVATION/PLANNING

221 N. TENNESSEE ST, MCKINNEY, TX 75069





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## PERTINENT ORDINANCES



All City of McKinney ordinances are available at [Municode.com](http://Municode.com)

***\*Please note that this is not a comprehensive list. Please refer to the Zoning Ordinance for all applicable regulations***

**CERTIFICATES OF APPROPRIATENESS:** 203.E.6 of the UDC

**HISTORIC OVERLAY ORDINANCE:** 204.Z of the UDC

**HISTORIC NIEGHBORHOOD IMPROVEMENT ZONE ORDINANCE:** Section 98-83, 98-84

## APPLICATION FLOW CHART



See the chart below for an outline of the typical steps involved in the approval process:



## PRE-APPLICATION MEETING



### Pre-Application Meeting

All applicants are encouraged to schedule a pre-application meeting with the Historic Preservation Officer prior to submitting an application. Pre-application meetings can be scheduled by calling the Planning Department at 972-547-2000 or sending an email to [contact-planning@mckinneytexas.org](mailto:contact-planning@mckinneytexas.org).

Suggested items for the Pre-application meeting (not required but helpful):

- The property address
- Images of the property/structure
- Questions you have about the process and possibilities

# CITY HISTORIC MARKER APPLICATION FORM



Complete and sign this application and return this page with the Required Submittals listed above to [contact-planning@mckinneytexas.org](mailto:contact-planning@mckinneytexas.org) as a pdf.

**By signing this application for a City of McKinney, the applicant affirms:**

- All submitted information for this application represents an accurate description and narrative of the history of the property.
- The McKinney Historic Marker does not confer landmark status.
- The marker is one component of eligibility for a Marker Level tax exemption within the HNIZ which is subject to a separate application process when available.
- The Marker will be mounted on the front façade of the approved building within thirty (30) calendar days of receipt. The owner will purchase and install the plaque.
- It is understood that approval of this application by the Historic Preservation Officer in no way constitutes approval of a building permit or other required City permit approvals.

## I. Owner/Applicant Information

NAME, Owner	_____	Applicant:	_____
ADDRESS (line 1):	_____		
ADDRESS (line 2):	_____		
City, ST, ZIP:	_____		
Geographic ID No.	_____		
Phone:	_____	Email:	_____
Signature:	_____	Date:	_____
Applicant		Applicant	
Phone:	_____	Email:	_____

*Provide applicant contact information if applicant is different from owner.*

<b>For Office Use Only</b>			
HTM Case #:	_____	Date Received:	_____
Preservation		Owner Occupied:	
Priority:	_____		_____
Built Circa:	_____	Compliance	
		Review:	_____
Board Approval	Date:		

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. SEE Items II through IV below.**

# CITY HISTORIC MARKER APPLICATION FORM p2



## II. General Building Information

**Name of Building:** \_\_\_\_\_  
**Address of Building:** \_\_\_\_\_  
**Date of Construction:** \_\_\_\_\_ Check one:  Known or  Circa  
**Architect/Designer:** \_\_\_\_\_  
**Builder/Contractor:** \_\_\_\_\_  
**Architectural Period:** \_\_\_\_\_ **Architectural Style:** \_\_\_\_\_  
**Is Building Location Original?**  Yes  No (Specify Original location): \_\_\_\_\_  
**Legal Description of Property:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Building Use:

#### Original Uses

- Agriculture \_\_\_\_\_
- Commerce \_\_\_\_\_
- Education \_\_\_\_\_
- Government \_\_\_\_\_
- Healthcare \_\_\_\_\_
- Industrial \_\_\_\_\_
- Recreation \_\_\_\_\_
- Religious \_\_\_\_\_
- Residential \_\_\_\_\_
- Social \_\_\_\_\_
- Transportation \_\_\_\_\_

#### Adapted Uses

- Agriculture \_\_\_\_\_
- Commerce \_\_\_\_\_
- Education \_\_\_\_\_
- Government \_\_\_\_\_
- Healthcare \_\_\_\_\_
- Industrial \_\_\_\_\_
- Recreation \_\_\_\_\_
- Religious \_\_\_\_\_
- Residential \_\_\_\_\_
- Social \_\_\_\_\_
- Transportation \_\_\_\_\_

## III. Architectural Description

### a. Plan and Orientation

	Original	Current
Number of Stories	_____	_____
Orientation (N,S,E,W)	_____	_____
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"/> _____



**b. Character Defining Architectural Features (Please check all that apply.)**

**Roof Form**

- |                   |                                |                                |
|-------------------|--------------------------------|--------------------------------|
| 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"/> _____ |

**Windows**

- |                 |                                |                                |
|-----------------|--------------------------------|--------------------------------|
| Double Hung     | <input type="checkbox"/>       | <input type="checkbox"/>       |
| Single Hung     | <input type="checkbox"/>       | <input type="checkbox"/>       |
| 1 over 1        | <input type="checkbox"/>       | <input type="checkbox"/>       |
| 3 over 1        | <input type="checkbox"/>       | <input type="checkbox"/>       |
| 4 over 1        | <input type="checkbox"/>       | <input type="checkbox"/>       |
| 4 over 4        | <input type="checkbox"/>       | <input type="checkbox"/>       |
| Casement        | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Awning          | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Hopper          | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Arched          | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Fixed           | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Sliding         | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Other (specify) | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

**Doors**

- |                |                                |                                |
|----------------|--------------------------------|--------------------------------|
| Single front   | <input type="checkbox"/>       | <input type="checkbox"/>       |
| Double front   | <input type="checkbox"/>       | <input type="checkbox"/>       |
| 2 Front Doors  | <input type="checkbox"/>       | <input type="checkbox"/>       |
| Solid Panel    | <input type="checkbox"/>       | <input type="checkbox"/>       |
| Multiple Panel | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Glass          | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Other          | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

**Decorative Elements**

- |                  |                                |                                |
|------------------|--------------------------------|--------------------------------|
| Corbels          | <input type="checkbox"/>       | <input type="checkbox"/>       |
| Brackets         | <input type="checkbox"/>       | <input type="checkbox"/>       |
| Columns and post | <input type="checkbox"/>       | <input type="checkbox"/>       |
| Shutters         | <input type="checkbox"/>       | <input type="checkbox"/>       |
| Porch(es)        | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| Other            | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

# CITY HISTORIC MARKER APPLICATION FORM p3



**c. Materials (Please check all that apply.)**

	Original	Current
<b>Construction</b>		
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"/>
<b>Foundation</b>		
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"/>
<b>Exterior Wall Surface</b>		
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"/>
<b>Windows</b>		
Wood Sash	<input type="checkbox"/>	<input type="checkbox"/>
Aluminum Sash	<input type="checkbox"/>	<input type="checkbox"/>
Steel Sash	<input type="checkbox"/>	<input type="checkbox"/>
Vinyl Sash	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Roof Materials</b>		
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 _____		
Additional Colors _____		



#### IV. 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. A chart for this information is included in the "Historic Marker Application Reference Packet".

##### D. Tenant History

List all known tenants of the property throughout its history. A chart for this information is included below.

##### 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. Drawing, provide:

- A sketch of the current site plan. Include the proposed location of the historic plaque.
- A sketch map indicating the nominated property and any related sites.
- A sketch or drawing showing the current plan of the house.
  - Sketches or drawings of the historic plan may be included as well.
- Copies of Sanborn Maps™ showing the house's relationship to other homes and the footprint of the house.

##### G. Photographs, provide:

- At least one historic photograph of the property.
- At least one current photograph of the property illustrating in its surrounding context. For example, photograph the streetscape in which the building is included.
- At least one photograph of each side of the building.
- Photographs of distinctive characteristics and architectural features
- Label each photograph with the property address and a sequential series of numbers,
  - For example, 222\_N\_Tennessee\_1, 222\_N\_Tennessee\_2, etc.

##### 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 the "Historic Marker Application Reference Packet" for suggestions.)

If not provided in APA or MLA format, each reference should list at least the *Title*, *Date*, *Source* (newspaper, deed, oral history) and *Publisher* if a printed source.



## FREQUENTLY ASKED QUESTIONS (FAQs)



### **Q: Can I get an historic marker but not a tax exemption?**

**A:** Yes, Historic Markers may be applied for and awarded for a property without applying for a Historic Marker Level Exemption.

### **Q: Will my property be inspected every year?**

**A:** Yes, code inspection and the Director of Planning or their designee will inspect properties with an HNIZ Program Tax Exemption every year. Should the Director of Planning or their designee find that a property is in a state of disrepair and does not meet the intent and philosophy of the program, the owner shall be notified of the specific deficiencies in writing and shall have one year to cure the deficiencies from the date of such written notification. If the deficiencies are not remedied within one year, the City Council may suspend the HNIZ Program Incentive for the property

### **Q: Can I prepare my own application?**

**A:** Yes, the application can be completed by the homeowner. Please see the “Historic Marker Application Reference Packet” for more information, suggested research, and sample forms. For examples of previously written narratives, please see the [McKinneytexas.org/HistoricMap](http://McKinneytexas.org/HistoricMap). Click on properties with a blue dot to access previously approved narratives. *Please be sure to include everything required in the current application as some submission requirements have changed since these were written.*