

Chesterfield County Preservation Committee



Directions for Completing Historic District & Landmark Nomination Form

1. **NAME:** This block identifies the property being nominated and records the different names by which the property has been known.
 - **Historic Name:** generally reflects either the original owner/builder or significant persons, features or events associated with the property.
 - **Common Name:** represents the title by which the property is known locally.
 - **Number of Acres to be Designated:** the number of acres on the property to be designated (if an exact figure is not known, an estimate will be sufficient). If only the structure is being designated, check the box to the right.
2. **LOCATION:** For individual buildings, sites or structures, give the specific location address of the property. If the property does not have a specific address, give the name of the nearest road. If the property has been surveyed, give the lot, block and section number of Deed Book information in the space provided. If the property is rural and in the vicinity of a town, or other major feature, write this information in the space provided.
3. **CLASSIFICATION:** Mark the items in each column that apply to the property.
4. **OWNER OF PROPERTY:** Enter the mailing address and contact information of the current owner(s).
5. **REPRESENTATION IN EXISTING SURVEYS:** Check the appropriate entry or entries for the property.
6. **DESCRIPTION:** Include the following information regarding the structure/site.
 - **Date of Construction:** give the date of the original structure's construction.
 - **General Condition:** check the box that describes the present condition of the property.
 - **Modifications to Structure/Site:** this refers to the present state of the property as compared to its condition at the time it achieved significance. If a property has been moved, the date of the move and the reason for the move should be included in the present original appearance blank.
7. **SIGNIFICANCE:** Include the following information.
 - **Historical Significance:** the statement of significance should convey, in precise terms, why the property deserves to be designated. An opening statement summarizing the importance of the property should be followed by a more detailed discussion of the events, personalities or activities that contributed to the property's significance. Please include the period in which the property achieved significance and the areas of significance.
 - **Architectural Significance:** describe the major features of the building including elements of façade that make the building unique. Please include interior features, such as floor plan, room uses, mantles, stairs, wall finishes or other interior accomplishments that merit the building's designation as a landmark.
8. **MAJOR BIBLIOGRAPHICAL REFERENCES:** Use a standard bibliographical style to enter historical references used to prepare the nomination form. Oral interviews should be listed, including the name of the interviewed, and the date and place of the interview.
9. **ATTACHMENTS:** Check all boxes that apply. Please remember to include with all nominations, a site plan and floor plan (if applicable), historic and current photographs (digital preferred) of all four sides of the building(s) (for a district nomination, views as appropriate) and copies of any documentation that was used to prepare the nomination form.
10. **NOMINATION BY:** Enter the name, address and phone number of the person who nominated this property. This may be the property owner, or one property owner representing a group of property owners who have nominated an area for historic district designation. If a historic district is proposed, a separate sheet must be attached which includes the signatures, addresses and phone numbers of at least 60% of the owners of all buildings within a proposed historic district.

If you have any questions, please call the Chesterfield County Planning Department at 796-7192.