

INSTRUCTIONS FOR NOMINATION FORM
CECIL COUNTY REGISTER OF HISTORIC PLACES

1. **Name of Property:** Enter the historic name of the common name or the common name for the property. When nominating districts consisting of several parcels, Items 2, 3 and 4 should be tabulated by parcel.

2. **Address of Property:**
 - a. **Individual Structures:** Enter the house number, street name and village, if applicable. Use property address, not the mailing address (i.e., not PO Box or business address).
 - b. If the ***property has no street address***, enter as descriptive a location as possible (i.e., “northwest corner of Melbourne Boulevard & St. James Court”, or “500 feet north of Cathedral Street at end of gravel driveway whose entrance is on Bow Street”).
 - c. For ***districts, sites or landmarks***, be as precise as possible for the area being nominated, i.e., “129 – 141 E. Main Street” or “Bounded by North Street, High Street, Church Street and Main Street.”

3. **Tax Map and Parcel Numbers:** These may be identified in the State Department of Assessments & Taxation at 170 E. Main St., Elkton, MD 21921 or the Cecil County Department of Planning and Zoning, at the County Administration Building, 200 Chesapeake Boulevard, Suite 2300, Elkton, MD 21921.

4. **Property Owners(s):** List **ALL** property owners, including husbands and wives, if named separately in the property title, and any owners not residing in Cecil County, should be listed.

5. **Description of Property Boundaries:**
 - a. Boundaries may be described in terms of:
 - Legally recorded lot or parcel lines;
 - Man-made or topographical features such as fence lines, hedgerows, tree lines road lines, roads, rivers, streams, ridge lines, etc.
 - b. Buildings, structures, objects, sites, (including archeological sites) or natural features:
 - Select boundaries that encompass the resource and its immediate surroundings. For large rural parcels, the boundaries should include the setting when it conveys its historic significance.
 - For individual properties on small villages and subdivisions lots, the boundaries should be based on the legally recorded lot lines.
 - c. **Districts:**
 - Select boundaries that include those buildings, structures, objects, sites and natural features that include the property's historic setting.

6. **Map:**
 - a. **Individual Properties:** The preferred base map is an 8.5x11 photocopy of the appropriate section of the Cecil County tax map with property boundaries marked with a dark line. If buildings, structures or sites are on the property, sketch a rough map illustrating their location(s), in addition to the tax map copy. The sketch map need not be drawn to scale, but please label it with the property name and show a

CECIL COUNTY REGISTER OF HISTORIC PLACES NOMINATION FORM

Please refer to separate detailed instructions for completing this form.

Definition

“Property” refers to the entire geographic area being nominated. It may be an individual building, site, structure or object; or it may be a district consisting of numerous buildings, sites, structures or objects. An area consisting of several types of structures with different owners is also a property that is a district.

Nomination Information: Please Print or Type

1. Name of property:

2. Address of property: _____

3. Tax Map: _____ Parcel Number: _____

For districts on more than one property, list tax map and parcel number of all properties in proposed Historic District.

4. Name, address, and telephone number of all property owners of record within the District:

(Attach separate sheet, if necessary)

5. Description of property boundaries of the District:

6. Attach a map showing the boundaries and location of the site or District.

7. Please provide photographs or slides showing the important structures or features of the property.

8. Please check all designations that apply to this nomination. Add descriptive information for those checked. Is or has this property in any part been listed or nominated to:

_____ National Register of Historic Places? _____

_____ Maryland Register of Historic Properties? _____

_____ Cecil County Historic Designation? _____

_____ Maryland or Cecil Inventory of Historic Properties? _____

_____ A preservation easement by any historic organization? Identify _____

_____ Are there any other easements or rights of way affecting the District? _____

_____ Other, explain _____

9. Please check all of the following criteria that apply to the property.

A. Historical or Archeological

_____ The property has character, interest, or value as part of the development or cultural characteristics of the county, state or nation.

_____ The property is the site of a significant county, state or national historic event.

_____ The property is identified with a person or persons who significantly contributed to the development of the county, state or nation.

B. Architectural

_____ The property embodies distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction or use of indigenous materials.

_____ The property represents the work of a master builder, designer, architect or landscape architect whose individual work has influenced the development of the county, state or nation.

_____ The property embodies elements of design, detailing, materials or craftsmanship that render it architecturally significant.

_____ The property embodies design elements that make it structurally or architecturally innovative.

_____ The property has a unique location or singular physical characteristic that makes it an established or familiar usual feature.

_____ The property has character as a particularly fine or unique example of a utilitarian structure, with a high level of integrity or architectural significance.

10. Attach a statement describing the property, its historical significance, and the reasons why it should be designated to the Cecil County Register of Historic Places. Describe in some detail the application of any criteria checked in #9 above. At the end of the statement, please list your sources of information, including bibliographic references.

11. Signatures of owner(s) of record consenting to this nomination. If there are more than two owners, please attach a separate sheet referencing item 11 and provide the information indicated.

A. Print name: _____ Date: _____

Signature: _____ Date: _____

B. Print name: _____ Date: _____

Signature: _____ Date: _____

12. Name, address and telephone number of person submitting application:

Name: _____

Address: _____

Telephone Numbers: (Home) _____ Hours Available: _____

(Work) _____ Hours Available: _____

Date: _____

Official Use Only

Application Number: _____

HDC Hearing Date: _____

Date received: _____

PC Hearing Date: _____

Date of Public Notice: _____

CC Hearing Date: _____

Election District: _____

Zoning District: _____

Land Use District: _____

Tax Map: _____

Parcel(s): _____

North arrow.

- b. **Districts**: For village districts, a tax map photocopy illustrating the marked parcel outlines labeled with street addresses may be suitable. If this is not legible or doesn't provide accurate representation of the nominated district, please supplement it with a sketch map showing the relations of the historic resources to existing natural and man-made feature, i.e., roads, alleys, lanes, paths, fences, hedgerows, tree lines and open space.
7. **Photographs**: Black and white or color photos are preferred. Photos are very good, and you cannot have too many.
8. **Designation Status**: If you are unsure of the property(s) status, this information is usually available in the Department of Planning and Zoning. Easement information is part of the legal property information at the Cecil County Circuit Courthouse at 129 East Main Street, Elkton, MD 21921
- 9&10. **Statement of Significance**: Please check any and all criteria that apply to this application and include supporting information for any checked items in the statement. Give known references and documentation and try to avoid repeating hearsay or unsupported lore where possible. Support may include magazine articles, books, title information, historical maps, tax records, family records, etc. Please include titles, authors, publishing information and locations for the sources when known.
11. **Consenting Owners**: List all owners of record for properties being nominated, and original signatures of all owners are required.
12. **Nominator Identification**: Please identify a contact person for the application reviewers—even when nominator is an owner.

Complete nominations, including all supporting materials, should be returned to:

*Eric S. Sennstrom, AICP, Director
Cecil County Department of Planning and Zoning
Cecil County Administration Building
200 Chesapeake Boulevard, Suite 2300
Elkton, Maryland 21921
410-996-5220*

If you need more assistance with this application, please contact the above person or:

*Cecil Historical Trust, Inc.
1702 Cononwingo Road
Rising Sun, MD 21911
410-658-6782*

*The Historical Society of Cecil County
135 East Main Street
Elkton, Maryland 21921
410-398-1790*

A public hearing will be held and property owner(s) and those adjoining the nominated property(s) will be sent notice of the hearing by certified mail at least 15 days prior to the hearing. Notice shall also be published in the newspaper of general County circulation at least 15 days prior to the hearing.