



## LANDMARK COMMISSION

### Application for Landmark Designation

Department of Planning  
240 Columbus Ave  
Sandusky, Ohio 44870  
419.627.5891  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

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#### Preparing Your Application:

Please type or use black ink and use paper no larger than 11" x 17" for the required supporting information. Planning Department staff is available to assist in the preparation of applications.

#### Filing Your Application:

When completed, the attached application will initiate consideration of a property for designation as a local historic landmark. The application will enable the Sandusky Landmark Commission to determine whether the property qualifies for designation.

*\*The guidelines developed for this application are based on the evaluation process set forth in Chapter 1161 of the City of Sandusky's Code of Ordinances.*

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### 1. Name of Property

Historic Name: \_\_\_\_\_

Current Name: \_\_\_\_\_

### 2. Location

Please include the full street address of the property, including its local jurisdiction. Parcel Identification Numbers (PIN) can be found by contacting the Erie County Auditor's office or website.

Street Address: \_\_\_\_\_

City/Town/Jurisdiction: \_\_\_\_\_

PIN Number: \_\_\_\_\_

### 3. Owner Information (If more than one, list primary contact)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. **Applicant/Contact Person** (If other than owner)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

5. **General Data/Site Information**

A. Date of construction and major additions/alterations: \_\_\_\_\_

B. Number, type and date of construction of outbuildings: \_\_\_\_\_

C. Approximate lot size or acreage: \_\_\_\_\_

D. Architect, builder, carpenter, and/or mason: \_\_\_\_\_

E. Original use: \_\_\_\_\_

F. Present use: \_\_\_\_\_

6. **Classification**

A. Category (building(s), structure or site): \_\_\_\_\_

- Building – A “building,” is created principally to shelter any form of human activity. (i.e.: house, barn, hotel, church, school, theater, stable)
- Structure - The term "structure" is used to distinguish from buildings constructions made usually for purposes other than creating human shelter (i.e.: tunnel, bridge, highway, silo)
- Site - A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing structure. (i.e.: battlefield, cemeteries, designed landscape)

B. Ownership (check one): \_\_\_\_\_ Private                      \_\_\_\_\_ Public

C. **Number of Contributing and non-contributing resources on the property:** A contributing building, site, structure, or object adds to the historic associations, historic architectural qualities, or archeological values for which a property is significant because it was present during the period of significance, relates to the documented significance of the property, and possesses historic integrity or is capable of yielding important information about the period.

Contributing

Non-Contributing

Buildings \_\_\_\_\_

Structures \_\_\_\_\_

Objects \_\_\_\_\_

Sites \_\_\_\_\_

D. **Previous field documentation (when and bywhom):** \_\_\_\_\_

\_\_\_\_\_

E. **National Register status and date (listed, eligible, study list):** \_\_\_\_\_

\_\_\_\_\_

*Please contact the National Register Coordinator at the State Historic Preservation Office to determine National Register status.*

7. **Supporting Documentation** (attach to application on separatesheets)

**A. Required Photographs**

- Digital photographs shall be submitted. Please include a printout of the images. To save paper and ink, as many as nine images may be placed on a single 8 X 10 sheet of paper, though images should be a least 3 ¼ "X 2 ½". Proofs may be in black and white on regular paper.
- For buildings and structures, include all facades and at least one (1) photo of all other contributing and non-contributing resources. Also include at least one (1) photo that shows the main building or structure within its setting. For sites, include overall views and any significant details.
- Photos must be identified with the name of the property, its address or location, and the date.

## **B. Maps**

- Include two (2) maps; one (1) clearly indicating the location of the property in relation to the local community, and one (1) showing the boundaries of the property. Tax maps with the boundaries of the property are preferred, but survey or sketch maps are acceptable. Sketch maps should reflect, describe and label all buildings, structures, objects or sites, within the property boundary. Please show street names and numbers and all structures on the property. Mapping information may be obtained from the Erie County Auditor's website: [www.erie.iviewtaxmaps.com](http://www.erie.iviewtaxmaps.com)

## **C. Historical significance (Applies to all classifications)**

- Note any significant events, people, and/or families associated with the property. Please clearly define the significance of the property in the history. (For example, the property may have been the birthplace of an influential citizen, represent historical patterns of commercial or agricultural development, or served as an important center of community activity). Include all major owners.
- Please include a bibliography of sources consulted.

## **D. Architectural description, significance and integrity (Applies to buildings, structures and objects)**

- For buildings and structures, describe, including exterior architectural features, additions, remodeling, and alterations. Also describe significant outbuildings.
- Context of the history (For example, the building or structure might be one of a town's only surviving examples of a Greek Revival building, or it may be a unique local interpretation of the Arts and Crafts movement. An object might be a statue designed by a notable sculptor.)
- Include a statement describing how the building or structure currently conveys its historic integrity. For example, does it retain elements of its original design, materials, location, workmanship, setting, historic associations, or feeling, or any combination thereof?
- Please include a bibliography of sources consulted.

## **E. Property boundary, significance and integrity (Applies to all classifications)**

- Describe the land area to be designated, address any prominent landscape features.
- Clearly explain the significance of the land area proposed for designation and its historical relationship to the **building(s)** or **structure(s)** located within the property boundary or, in the case of sites, the historical event or events that make the land area significant. For **buildings** and **structures**, the designated land area may represent part of or the entire original parcel boundaries, or may encompass vegetative buffers or important outbuildings. For **sites**, the designated area may encompass a landscape that retains its historic integrity (i.e. a battlefield encompassing undisturbed historic view sheds).

**8. Signatures**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I have read the general information on landmark designation provided by the City of Sandusky Landmark Commission and affirm that I support landmark designation of the property defined herein.*

**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2020  
LANDMARK COMMISSION  
MEETING DATES AND FILING DEADLINES**

	<b>FILING DEADLINE</b>	<b>MEETING DATE</b>
<b>JANUARY</b>	<b>12/19</b>	<b>1/15</b>
<b>FEBRUARY</b>	<b>1/15</b>	<b>2/19</b>
<b>MARCH</b>	<b>2/19</b>	<b>3/18</b>
<b>APRIL</b>	<b>3/18</b>	<b>4/15</b>
<b>MAY</b>	<b>4/15</b>	<b>5/20</b>
<b>JUNE</b>	<b>5/20</b>	<b>6/17</b>
<b>JULY</b>	<b>6/17</b>	<b>7/15</b>
<b>AUGUST</b>	<b>7/15</b>	<b>8/19</b>
<b>SEPTEMBER</b>	<b>8/19</b>	<b>9/16</b>
<b>OCTOBER</b>	<b>9/16</b>	<b>10/21</b>
<b>NOVEMBER</b>	<b>10/21</b>	<b>11/18</b>
<b>DECEMBER</b>	<b>11/18</b>	<b>12/16</b>

The Landmark Commission will typically meet on the third Wednesday of every month. The meetings are held in the City Commission Chamber, 240 Columbus Ave at 4:30 p.m. Meeting times, locations, and dates are subject to change with prior notice. Any changes will be posted to the City website. **Contact Tom Horsman, Assistant Planner, at 419-627-5715 or [thorsman@ci.sandusky.oh.us](mailto:thorsman@ci.sandusky.oh.us) with any questions.**