

**CITY OF BASTROP  
 PLANNING AND DEVELOPMENT DEPARTMENT  
 HISTORIC LANDMARK COMMISSION  
 APPLICATION & CHECKLIST – SIGNIFICANT LANDMARK DESIGNATION  
 FOR STRUCTURES AND OR SITES**

**INSTRUCTIONS:**

- Fill out the following application and checklist completely prior to submission.
- For assistance in filling out the application please contact Yvonne Pritchard in the Planning Department (512) 332-8843.\*
- Use the most current application from the City's website ([www.cityofbastrop.org](http://www.cityofbastrop.org)). City ordinances can be obtained from the City of Bastrop office or via the City's website.

**REQUIRED ITEMS FOR SUBMITTAL PACKAGE:**

**The following items are required to be submitted to the Planning and Development Department in order for the Significant Landmark Application for a site and/or are structure(s) to be accepted.**

- \_\_\_ 1.\* Completed and signed application with owner's signature.
- \_\_\_ 2. Select one of the following:
  - a. Site to be designated as a Significant Landmark? \_\_\_\_\_ Yes \_\_\_\_\_ No
  - b. Structure(s) to be designated as a Significant Landmark? \_\_\_\_\_ Yes \_\_\_\_\_ No
  - c. Both site and structure(s) to be designated as a Significant Landmark? \_\_\_\_\_ Yes \_\_\_\_\_ No
- \_\_\_ 3.\* Tax I.D. No. (R#)\_\_\_\_\_ Legal Description of site to be included and/or lot upon which structure(s) are located \_\_\_\_\_  
 Generally known as (street address) \_\_\_\_\_  
 Deed filed in Volume# \_\_\_\_\_ Page# \_\_\_\_\_ (attach a copy of the metes and bounds description if not within a recorded subdivision)
- \_\_\_ 4.\* List all structures to be included in designation \_\_\_\_\_  
 Number of structures \_\_\_\_\_
- \_\_\_ 5.\* List all structures to be excluded from designation \_\_\_\_\_  
 Number of structures \_\_\_\_\_
- \_\_\_ 6.\* Sketch of site (hand drawn and not to scale is acceptable) detailing location of all structures identified in 4 and 5 above.
- \_\_\_ 7.\* Photographs of the structure(s) from all four (4) exterior sides to be included in designation.
- \_\_\_ 8.\* Photographs of the structure(s) from all four (4) exterior sides to be excluded from designation.
- \_\_\_ 9. History of structure(s), if available.
- \_\_\_ 10.\* Photographs of site, if site is to be designated, and details of historical/archeological features.
- \_\_\_ 11. History of site, if available, if site is to be designated.
- \_\_\_ 12.\* Notification list of property owners within 200 feet of boundaries of property upon which site/structures are located as identified on the latest approved tax roll. Notification list shall be provided on one set of mailing labels (Avery 5160 or similar). To be prepared and provided by City staff.
- \_\_\_ 13. Application fee – Filing and processing fees are as follows: \$300.00 (may be waived)

Applicant: \_\_\_\_\_

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

Year structure(s) built, if applicable: \_\_\_\_\_  
(If multiple structures list each and year built) Attach separate sheet if necessary.

Name, if any, structure(s) to be designated is known as: \_\_\_\_\_

**Criteria for structure(s):**

1. Possesses significance in history, architecture, archeology or culture.
2. Is associated with events that have made a significant contribution to the broad patterns of local, region, state or national history.
3. Is associated with the lives of persons significant in Bastrop's past.
4. Embodies the distinctive characteristics of a type, period, or method of construction.
5. Represents the work of a master designer, builder or craftsman.
6. Represents an established and familiar visual feature of the city.
7. Is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places.

List two (2) or more criteria which you believe qualifies structure(s):

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Year of historic event(s) on site to be listed, if applicable. \_\_\_\_\_

Name, if any, site to be designated is known as: \_\_\_\_\_

**Criteria for site:**

1. The site has yielded, or may be likely to yield, information important to prehistory or history.
2. The site has significant character, interest or value as part of the development, heritage or cultural characteristics of the City, county, state or nation.
3. The site is a place where events occurred that represent an important aspect, either prehistoric and/or historic, of the cultural, political, economic, military, or social history of the City, county, state or nation.
4. The site is associated with the lives of persons significant in the City's past.
5. The site contributes to or has a setting which contributes to the historic continuity or character of a street, neighborhood, or area in which it is situated.
6. The site represents an established and familiar visual feature of the City.
7. The site is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places.

If requesting site designation, list two (2) or more criteria which you believe qualifies this site:

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**Please Note:** The signature of owner authorizes a representative of the City of Bastrop Planning Department staff to visit and view the site and or exterior of structure(s) for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The owner or authorized agent is the official contact person for this application and the single point of contact. All correspondence and communication will be conducted with the owner.**

*I hereby acknowledge receipt of the current Historic Preservation Ordinance and agree to abide by it as may be updated and certify that I am the legal owner of the above described site/structure(s) with legal authorization to give this consent and that I (Check One below):*

\_\_\_\_\_ *will represent my application before the Planning Department, Historic Landmark Commission, Planning & Zoning Commission and/or City Council.*

\_\_\_\_\_ *hereby authorize the person named below to act as my agent in processing this application before the Planning Department, Historic Landmark Commission, Planning & Zoning Commission and/or City Council.*

Owner's Name (printed)	Phone	Fax
Owner's Address	City	State Zip

Owner's Signature	Date	Email Address
Authorized Agent's: _____		
Company: _____		
Mailing Address: _____		
Street	City	State Zip

Phone	Fax	Email address
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*Do Not Write Below This Line ~ Staff Will Complete*

Accepted for Processing By: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Public Notification in Newspaper: \_\_\_\_\_

Date Notices Mailed to Surrounding Property Owners: \_\_\_\_\_

Date of Public Hearing @ Historic Landmark Commission: \_\_\_\_\_

Date of Public Hearing @ Planning and Zoning Commission: \_\_\_\_\_

Date of Public Hearing @ City Council: \_\_\_\_\_

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Signature of Landmark Commission Chairman

Date