HLC Status Designation Checklists

Process Overview

Significant
1. Discuss project with staff
2. Complete Submittal Package, which includes: Application and Checklist Items
   a. Incomplete submittals will not be accepted
3. Staff review, with comments issued as needed
4. Notification of property owners within 200 feet and in newspaper
5. Historic Landmark Commission (HLC) meeting to hold public hearing and consider recommendation to P&Z
6. Planning and Zoning Commission (P&Z) meeting to hold public hearing and consider recommendation to City Council
7. City Council meeting to hold public hearing and consider action
8. Significant designation recorded with Bastrop County, map amended, and property owner written notice

Historic
1. Complete Significant process
2. HLC meeting to consider recommending approval of contract
3. City Council meeting to consider action to approve contract
4. Historic designation contract signed and recorded with Bastrop County
5. Notification to Bastrop Central Appraisal District for taxing, map amended, and property owner written notice
6. Historic Landmark marker presented to property owner

General Notes

Significant versus Historic Status:
- Significant landmark – a structure, building or site may be designated as a significant landmark if it meets two or more of the criteria set out Structure Criteria or Site Criteria below
- Historic landmark – a structure, building or site may be designated as an historic landmark if it has already met the criteria as a significant landmark by the city, and, if the owner of said property agrees to the additional designation of historic landmark and thereby agrees to comply with all procedures and regulations associated with historic landmarks within Article 14.03 of the Zoning Code in the Bastrop Code of Ordinances.

Digital Submittal

Digital submittals shall be provided on a labeled CD/DVD or flash drive in the format specified below in addition to the hard copy submittal. The CD/DVD or flash drive will not be returned to the applicant.

PDF 1 – Application
- Title should be HLC Application-Structure/Site Name-Address
- Combine Application, Agent Authorization Form, Project Description Letter, and all checklist items into one document
Structure Criteria

Structures must meet two or more criteria to be considered:

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

Structure Submittal Package Checklist Items

Check items included in the Applicant column before submitting documents with the project application. If all checklist items are not present, the submittal will not be accepted.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Applicant</th>
<th>Item</th>
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<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>Completed and signed Application</td>
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<td>☐</td>
<td>Agent Authorization Form</td>
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<td>☐</td>
<td>☐</td>
<td>Project Description Letter listing all structures to be included in the designation, year each structure was built, description of each structure, which criteria each structure meets, and an explanation of how each structure meet those criteria</td>
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<tr>
<td>☐</td>
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<td>Sketch Plan detailing site and all structures, with an indicator on structures to be designated</td>
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<td>Photographs from all sides of each structure to be designated</td>
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<td>Tax certificate showing taxes have been paid</td>
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<td>Digital Submittal – See requirements below. Application will not be accepted if not in the format specified.</td>
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<td>HLC status filing fee</td>
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Site Criteria
Sites must meet two or more criteria to be considered:

- The site has yielded, or may be likely to yield, information important to prehistory or history.
- The site has significant character, interest or value as part of the development, heritage or cultural characteristics of the City, county, state or nation.
- 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.
- The site is associated with the lives of persons significant in the City’s past.
- 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.
- The site represents an established and familiar visual feature of the City.
- The site is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places.

Site Submittal Package Checklist Items
Check items included in the Applicant column before submitting documents with the project application. If all checklist items are not present, the submittal will not be accepted.

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<td>Photographs of site</td>
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<td>Full history of site</td>
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