



Local Historic Landmark Status Designation Checklists

Process Overview

1. Property owner completes the application with required Checklist items online on <https://web.mygov.us>.
2. Staff will review the materials to ensure there is enough information for the Historic Landmark Commission to consider.
3. The request will be placed on the Historic Landmark Commission meeting agenda for a public hearing and recommendation.
4. Notice shall provide notice to property owners within 200 feet of the property of the public hearing.
5. After consideration by the HLC, a recommendation regarding designations shall be submitted the City Council to conduct a public hearing and consider the designations of a Historic Landmark.
6. Upon designation of a Historic Landmark, the City Council shall cause the designation to be noted as follows:
 - a. Recorded in the official real property records of Bastrop County.
 - b. Designated on the historic resource map of the City.
 - c. Provide the property owner with a plaque and require the installation indicating the designation of the landmark as a City Historic Landmark.

General Notes

- Historic Landmark – a structure, building or site may be designated as an historic landmark or already has a designation as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places complies with to comply with all procedures and regulations associated with historic landmarks within Chapter 9 – Historic Landmark Preservation and Iredell District of the Bastrop Building Block (B³) Code.
- Participation in the Local Historic Landmark Designation requires compliance with Section 9.6.004 Required Maintenance Standards and is eligible for a tax rebate under Article 9.6 of the B³ Code.

Digital Submittal

Digital submittals shall be provided in pdf format through the online portal <https://web.mygov.us>.

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.



HLC Status Designation Checklists

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.

Staff	Applicant	Item
<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Form (if not the owner)
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	Sketch Plan detailing site and all structures, with an indicator on structures to be designated
<input type="checkbox"/>	<input type="checkbox"/>	Photographs from all sides of each structure to be designated
<input type="checkbox"/>	<input type="checkbox"/>	Documentation on historical background (Sanborn Maps, previous surveys, tax records, photographic records, etc)
<input type="checkbox"/>	<input type="checkbox"/>	Tax certificate showing taxes have been paid
<input type="checkbox"/>	<input type="checkbox"/>	HLC status filing fee (unless invited by the HLC to apply)