

DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief of Executive Officer
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Historic District Nomination Instructions

I. Name of District: _____

List all names by which the district is and has been known. Explain the meaning of each name according to one or more of the following rationales: (A) original owner of the land; (B) significant persons or events associated with the property; (C) original or later uses of the property or activities that have taken place of the property; (D) innovative, unusual, or distinctive characteristics of the property; (E) accepted professional, technical, family, or traditional names; or (F) other (explain).

II. Location of District: _____

List principal streets, highways, and geographic features within and around the district:

III. City or vicinity of: _____

IV. Description of Property:

a. Narrative description:

The narrative description should be straightforward and factual. It should be based on a thorough examination of the property. Most, if not all of the following points should be addressed. For each point, the narrative may consist of single words, phrases, sentences, or short paragraphs, as appropriate. Professional terminology is not required but may be used.

1. Overall character and appearance of the district, including styles, types, periods, and general arrangement.
2. Exterior materials, finishes, and craftsmanship.
3. Exterior details, ornamentation, hardware, and craftsmanship.
4. Grounds, including natural terrain and landscaping.
5. Outbuildings, including their identity, location, date, brief description, condition, current and previous uses, and relationship to the district.
6. Archaeological potential, if known or reliably inferred, such as sites of previously existing structures, landscape features, or activities.
7. General character and appearance of the district's surroundings, and relationship of the district to its surroundings.
8. Changes to the district and their dates.

b. Condition:

State the general overall condition of the district using the following categories:

- Excellent (recently restored or rehabilitated; well-maintained)
- Good (structurally sound and cosmetically sound; in need of only routine maintenance)
- Fair (structurally sound; in need of cosmetic repair as well as routine maintenance)
- Poor/deteriorated (in need of structural as well as cosmetic repair and routine maintenance)
- Ruinous (in need of reconstruction)
- Unexposed (ruins below surface)

c. Acreage of Property

State the approximate acreage of the district.

d. Boundaries of Property

Briefly describe the proposed boundaries of the property. Explain the choice of boundaries according to one or more of the following rationales: (1) intact historic boundaries; (2) remaining intact historic acreage associated with the property; (3) current legal boundaries; (4) environmental considerations (natural terrain, landscape features, views, aesthetics, etc.; (5) or other (explain).

e. Photographs

Provide one set of photographs representative of the district (non-returnable). Black and white or color prints, snapshots or instant prints are acceptable; slides are not acceptable in lieu of prints. Expensive, professional quality photographs are not required, nor are enlargements, but all photographs should be sharply focused, well-framed, and properly exposed. All photographs must also be identified and dated. Exterior photographs should be keyed to the sketch map (see below). There is not a required number of photographs—provide just enough to give a good representation of the property. Photographs may be used to illustrate the narrative description above.

f. Maps

Provide a plat, map or sketch map of the property. The sketch maps should be drawn on 8½ by 11-inch paper or folded to fit in a standard letter-sized folder. Photograph locations should also be marked on the sketch map.

1. Provide a larger scale map of the property and its immediate surroundings with streets and property lines clearly shown. (Tax maps are ideal for this purpose and may be obtained at county government offices.)

V. History

g. Summary of Historical Facts:

Provide a summary of historical facts:

1. Original owner or occupant.
2. Original use of property.
3. Subsequent uses of property.
4. Architect, developer or engineer.
5. Builders or contractors.
6. Date of construction or subdivision.
7. Date(s) of significant changes.

h. Historical Narrative

The historical narrative should be a brief factual account of the history of the district, from its origins to the present. If appropriate, organize the narrative according to historical periods. Include important dates, people, events, activities, lifestyles, conditions, legends, etc. associated with the property. Refer to the buildings, structures, landscape features, and acreage of the property as appropriate. Place the history of the property in the context of the historical development of DeKalb County and the metro Atlanta area and, if possible, the state and the nation.

VI. Significance

From the list below, identify the areas of significance that you believe may apply to the district and for each area of significance write a short statement explaining why you believe the district is historical significant in this respect. This statement should stress the historical importance – not the history – of the district. Indicate why you believe the district deserves to be designated historic. Be sure to place the district in its local context; if possible, put the district in a state of national context as well.

Archeology-prehistoric	archeology-historic	agriculture
Architecture	art	commerce
Communications	community planning	commerce
Economics	education	engineering
Exploration/settlement	industry	invention
Landscape architecture	law	literature
Military	music	philosophy
Politics/government	religion	science
Sculpture	social/humanitarian	theater
Transportation	other (specify)	

VII. Sources of Information

The following are suggested sources of information that should be consulted to adequately research historic properties. Please refer to *Documenting a Structure in Georgia* by Kenneth H. Thomas, Jr. (available from the Preservation Commission) for further guidance on the location of record, research, techniques, sources and interpretation of data. Indicate which sources were available and consulted, giving a complete citation with date for every source. It is not necessary to provide a copy of material consulted; however, you may submit copies of material you believe would be particularly helpful in the review process.

DeKalb County architectural survey (Available for review at DeKalb History Center Offices)
Architectural plans (cite date, title or legend, and location) Architectural histories
Biographical sketches Census records
City, business, social and telephone directories City records
County histories
County record at courthouse or DeKalb Historical society (including deeds and estate records) Gazetteers
Insurance records
Interviews (specifying who, when, where, by whom) Maps and plats
Newspapers Oral histories
Photographs and postcards
Personal/family papers (letters, diaries, recollections) Periodicals/magazines (professional, business, popular)
Sanborn Fire Insurance Maps (available at Georgia State University Library) Tax digests
Other (specify)