



HISTORIC OVERLAY DISTRICT NOMINATION FORM

Historic Review Commission, City of Erie
c/o Department of Planning and Neighborhood Services
626 State Street, Room 407 Erie, Pennsylvania 16501

INSTRUCTIONS

Please fill out each section according to the information below so staff has enough material to properly evaluate the nomination. Nominations can be submitted at any time. The completed nomination form along with the attached mandatory check-list and required documentation can be submitted digitally upon consultation with the Historic Preservation Planner OR hard copy submissions can be mailed or dropped off to the address above.

Staff is available to answer any questions and provide assistance in regards to this form:

Schedule a Pre-Application Meeting with Historic Preservation Planner: Prior to completing the application, make an appointment to meet with the Historic Preservation Planner. The planner will go over the requirements of the applications. The pre-application meeting is designed to assist the applicant by providing as much information as possible regarding City regulations and requirements and how they may affect the proposed project's scope and design, prior to submission of a formal application. The Planner may recommend a visit to the proposed site to discuss boundaries of the proposed district.

Contact Chris Kinder, Historic Preservation Planner, to schedule a pre-application meeting: Office: (814)870-1580, Cell: (814)460-3096 or ckinder@erie.pa.us

Naming the District: Enter the name that best reflects the property's historic importance or was commonly used for the property during its period of significance (*e.g. West 6th Street Historic District*). Enter only one name for the district. Give the street names of the boundaries for the district.

List of Properties: Enter each property address within the district, as well as the parcel number. This information can be found on the County of Erie's Parcel Address Search web page: <https://public.eriecountypa.gov/property-tax-records/property-records/property-tax-search.aspx>. If known, list the historic name of the property. For each property give a short description of the home, which should include: year it was constructed, past owners and uses, architectural style, any outbuildings, the current condition of the structure or building (excellent, good, fair, deteriorated, ruins, or altered). Also identify whether each building is contributing, or non-contributing to the historic district.

Property Owner(s): Enter the names and mailing addresses for all the legal owners of properties within the proposed district. You can find these at the County of Erie Clerk of Records office. Please provide current contact information, including email addresses and home or cell phone numbers. **Applicant:** If the applicant is different than the owner (s) of the property, please enter the applicant's information on the form. Enter the applicant's relationship to the nominated property (*e.g. owner; pastor; director of organization; president of the company; family member; consultant, etc.*). If the applicant is the same as the property owner, please enter "Owner" in the field for the applicant's relationship to the property.

Property Types: Mark the box for the types of resource being nominated: building, district, site, structure, or object. Mark only one box. For Example:

House, garage, barn, etc = Building

City park, cemetery, landscape, etc= Site

Lighthouse, pavilion, bridge, etc. = Structure

Outdoor sculpture, monument, fountain, etc = Object

Period of Significance: Please identify the district’s period of significance. The period of significance should reflect the years in which the district was constructed. A beginning date would be the year the first home in the district was constructed. An end date would be the year that the last building that meets the minimum 50 year threshold was constructed. Be as specific as you can when justifying the Period of Significance.

Need Help: Please contact the Historic Preservation Planner if you need assistance with completing this section or finding this information.

Historic Significance: Please choose one or more of the criteria for designation being used to justify the nomination. Please provide a narrative that addresses how the proposed district meets the applicable criteria for designation. The narrative should include a statement on how the proposed district is significant to the history of the City of Erie, the Commonwealth of Pennsylvania or the nation. Feel free to attach additional sheets if necessary. If the buildings are architecturally significant, please include information on architects or builders.

Where to find: A great place to start is the “Erie County’s Historic Resources” website, hosted by Preservation Erie. There are links to recent historic resource surveys and National Register of Historic Places nominations. Below are links that would be a good place to start your research. The Historic Preservation Planner can also offer additional advice on researching the history of the properties within the proposed district.

<http://eriebuildings.info/>

<https://erielibrary.org/resources/genealogy/>

<https://www.eriehistory.org/>

Tip: If using the fillable PDF nomination form, it is recommended that this section be completed in a word processing document first, and then copy and paste it into the fillable form.

Historic Overlay District Nomination Mandatory Checklist: After completing the nomination form fill out this checklist to ensure that your nomination contains the documentation required for review by the Historic Review Commission. The review period will not begin until a completed nomination and checklist is submitted. Read and check each line carefully:

- a. **Map:** Please include a location map of the district with the boundary lines highlighted. Any map format is acceptable.

- b. **Photographs:** Please include recent photographs of properties within the proposed district. They should be a true visual representation of the historical integrity and significant features of the property. Submit as many photographs as needed to show the current condition and significant aspects of the property. Include representative views of primary and secondary resources. Photographs may be submitted digitally or in printed form. Printed color photographs must be “4 x 6” in size. Photocopies of photographs will not be accepted. For printed submissions, stack all photos in order and secure with a rubber band or clip. Photographs can also be submitted, in order, in plastic photo shelves. Please do not mount, tape, glue or otherwise secure photographs to the application. Please label the photos with the photo date, the property’s name and address, and a brief description of what the photo shows on the back of each photo.

Digital submission is preferred, but not required. High resolution digital photographs may be submitted on a CD or Flash drive. They can also be submitted by email after consultation with the Historic Preservation Planner. Create a photo log that identifies each photo by its number that includes the month and year of the photograph, and brief description of the photo (e.g *Photo 1, April 2017, West elevation*).

- c. **Historic Overlay District Nomination Form:** Please make sure that all the appropriate sections are completed prior to submission.

Need Help? Contact Chris Kinder, Historic Preservation Planner, if you need assistance with completing any items on the nomination: Office: (814)870-1580, Cell: (814)460-3096 or ckinder@erie.pa.us



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This nomination form is designed to provide the necessary information for staff to be able to evaluate the significance of a district for establishing a Historic Overlay District. For more information about each section, please review the [Historic Overlay District Nomination Form Instructions](#). **Staff assistance is available to answer any questions you may have in regards to this form.**

General Property Information

Property Name _____
Boundary _____
Description _____
City and Zip _____

Property Owner (s)

Create a list of the names and mailing addresses for all the legal owners of properties within the proposed district. You can find these at the County of Erie Clerk of Records office. Please provide current contact information, including email addresses and home or cell phone numbers.

Applicant

Name (s) _____ Telephone _____
Address _____ Cell Phone _____
City _____ State _____ Zip code _____
Email address _____

Applicant's relationship to the nominated district _____

Property Type

Please identify the property type by its most important resource (Mark all that apply). In addition, please identify each resource on the property. Attach a separate sheet, if needed.

<input type="checkbox"/>	Building	e.g. house, barn, spring house:	_____
<input type="checkbox"/>	Structure	e.g. bridge, wall, kiln, windmill:	_____
<input type="checkbox"/>	Site	e.g. battlefield, archaeological site :	_____
<input type="checkbox"/>	Object	e.g. milestone, boundary marker, fountain:	_____

Overall General Conditions of Buildings and Structures in the District

Please give an overall description of the conditions of the buildings and structures within the district. Use words like excellent, good, fair, deteriorated, vacant, etc. to describe the buildings and structures.

District Name:

Historic Background of Property

Historic Use		(mark all that apply)	Period of Significance	
<input type="checkbox"/>	Agriculture	<input type="checkbox"/>	<input type="checkbox"/>	Prehistoric
<input type="checkbox"/>	Commerce/trade	<input type="checkbox"/>	<input type="checkbox"/>	1600 - 1699
<input type="checkbox"/>	Defense/ Military	<input type="checkbox"/>	<input type="checkbox"/>	1700 - 1799
<input type="checkbox"/>	Domestic	<input type="checkbox"/>	<input type="checkbox"/>	1800 - 1899
<input type="checkbox"/>	Education	<input type="checkbox"/>	<input type="checkbox"/>	1900 - 1999
<input type="checkbox"/>	Entertainment	<input type="checkbox"/>	<input type="checkbox"/>	2000 - Present
<input type="checkbox"/>	Funerary	<input type="checkbox"/>		
<input type="checkbox"/>	Government	<input type="checkbox"/>		
		Health care		
		Industry		
		Landscape		
		Museum		
		Recreation/ culture		
		Religion		
		Transportation		

Historic Significance

Please choose one or more of the following criteria being used to justify the nomination.

Criteria for Designation:

It is associated with an event that is significant to the history of the municipality, commonwealth, or nation

It is representative of broad patterns of development, heritage, or culture of the municipality, commonwealth or nation

It is associated with persons of significance to the history of the municipality, commonwealth, or nation

It embodies distinctive characteristics of style, type, period or method of construction of architecture

It is the work of a notable architect, artist, craftsman, or builder

Has yielded, or may be likely to yield, information important to prehistory or history

Please provide a detailed narrative that addresses how the property meets the above criteria. Feel free to attach additional sheets if necessary.

District Name:

Historic Significance continuation page

District Name :

Historic Overlay District Nomination Mandatory Checklist

Instructions: After completing the nomination form, fill out this checklist to ensure that your nomination contains the documentation required for evaluation. The checklist is based on the detailed information included in the [Historic Overlay District Nomination Form Instructions](#). Read and check each line carefully; **the nomination review period will not begin until a completed form with checklist is submitted. Please attach your documentation to this form.**

- A Location Map** showing the property boundaries proposed for designation.

- Photographs** of existing conditions. Include: photo elevations of the primary resource and any secondary resources; detail photographs of any character defining features; if available any historic photographs.

- Historic Overlay District Nomination Form**

- Property Owner Consent Form**

I attest that I have completed the Historic Overlay District Nomination Form and provided the documentation required for evaluation.

Applicant Name _____

Signature _____

Date _____

District Name:

For Office Use Only – Department of Planning and Zoning

Significant exterior features to be protected:

Areas to be included:

Types of undertakings, other than those requiring a building or demolition permit to be reviewed:

Other Recommendations:

Date of Public Meeting: _____

The Historic Review Commission, in conjunction with the Department of Planning and Neighborhood Services has reviewed the *City of Erie Historic Overlay District Nomination* for the above listed resource, and has determined that:

The completed nomination meets the required criteria for designation, and therefore is **approved**, and is recommended to the City Council for designation.

The completed nomination does not meet the required criteria for designation, and therefore is **denied**.

Chair, City of Erie Historic Review Commission

Date

City of Erie Historic Preservation Planner

Date