



HARFORD COUNTY

HISTORIC LANDMARK AND DISTRICT NOMINATION INSTRUCTIONS

The Harford County Historic Landmark and District Program provides local protection and support to historic sites important to the history and culture of Harford County and its people. The Program is governed by Chapter 267, Section XIII of the Harford County Zoning Code.

Properties within the municipalities of Aberdeen, Bel Air, and Havre de Grace must be designated through their respective historic preservation programs, not the County Program. Please contact the planning department of the appropriate municipality for more information.

The Designation Process

1. **Nomination:** Complete and submit the attached Nomination Form.
2. **Notice and Public Hearing:** Within 90 calendar days of receipt of the completed form, the Historic Preservation Commission (HPC) will review the nomination at a public meeting and determine its recommendation. A sign will be posted at the nominated property or district by Historic Preservation staff and the public meeting will be held within 14 days of the posting.
3. **Designation:** If recommended for nomination by the HPC, the Harford County Council will vote on the resolution to designate the nominated property or district at a public Legislative Session. If the resolution is passed, the property will be added to the Harford County Historic Landmarks and Districts List, which is kept on file at the Department of Planning and Zoning.

Nomination Form Instructions

Please fill out each section completely. Incomplete nominations will not be accepted.

1. **General Property/District Information:** The property's Inventory Number can be found online through Maryland's Cultural Resources Information System, Medusa, at <https://mht.maryland.gov/secure/medusa/>. If the property has not previously been documented for the Maryland Inventory of Historic Properties (MIHP), contact Historic Preservation staff for assistance. An Inventory Number must be obtained prior to nomination for County Landmark or District designation. The property's Tax ID Number can be found on the Maryland State Department of Assessments and Taxation (SDAT) website: <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>.

2. **Property Owner(s), and Applicant:** Property ownership information can be found on SDAT's website: <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>. For multiple property owners, please attach a separate sheet listing their names and contact information.
3. **Property/District Type:** Mark the box for the type of historic site being nominated. Mark only one box. For individual properties containing more than one building, structure, or site, classify them by the primary resource. For example, if a farmstead includes a house, garage, and barn, mark the box for Building because the house is the most important resource. Then list any secondary resources, like outbuildings (historic and modern). For District nominations, list the property types found within the district's boundaries (e.g. Houses, shops, offices, etc.).
4. **Condition of the Primary Resource(s):** Mark the box that best describes the primary resource's overall condition. In some cases, more than one box may apply. For example, a resource may be altered and in good condition.
5. **Historic Background of Property/District:** Identify the property's historic use, period of significance, and current status.
6. **Historic Significance:** Why is the property being nominated for designation? Select all criteria that apply and provide a narrative that explains how the property meets the selected criteria. Please include the date of construction, names of architects or builders, and any other information that supports the nomination. Attach additional sheets if necessary. If using the fillable PDF nomination form, it is recommended that this section be completed in a word processing program first, and then copied and pasted into the fillable PDF form.
7. **Property Owner(s) Consent Form:** Per Harford County Code, a property cannot be nominated for Historic Landmark designation without the consent of the property owner(s). This form must be signed by all legal property owners of the nominated property. For Historic District nominations, the owners of 75% or more of the lots within the proposed district must agree to designation, with each lot having one vote. Please contact Historic Preservation staff for assistance.
8. **Additional Documentation:**
 - a. **Map:** Please include a location map of the property with the boundary lines of the nominated Landmark or District highlighted. Please contact Historic Preservation staff if you need assistance creating the map.
 - b. **Photographs:** Submit recent photographs that create a true visual representation of the significant features of the property or district. The number of photographs required will vary according to the size and complexity of the

nominated property or district. Include representative views of both primary and secondary resources.

- i For hard copy submissions, photographs must be 4"x 6" color prints (photocopies will not be accepted). Each photograph should be labeled on the back with the property's name, inventory number, and a brief description of the image (e.g. Façade, West Elevation, South Porch Details, etc.).
 - ii For digital submissions, include high resolution digital images. Key the digital file names to a photo log that includes the property's name, inventory number, and a brief description of the image (e.g. Photo 1: Façade, Photo 2: West Elevation, etc.). Digital images may be submitted by e-mail, digital file sharing service (OneDrive, Dropbox, etc.), burned to a CD, or saved to a USB/Flash drive.
- c. **Historic Landmark and District Nomination Mandatory Checklist:** Complete this checklist to ensure that your nomination contains the documentation required for review by the Harford County Historic Preservation Commission. The review period will not begin until a completed nomination, including required additional documentation, and checklist are submitted.

For Historic Preservation Questions and Submission:

If you require assistance with submission or have any questions, please contact us at historic@harfordcountymd.gov or by phone at (410) 638-3103.

Submission through email is **strongly** preferred. The completed nomination may be submitted to historic@harfordcountymd.gov at any time.

Nominations will be accepted through U.S. mail or in-person drop off at the following location:

Harford County Department of Planning & Zoning
Attention: Historic Preservation Commission
220 South Main Street
Bel Air, MD 21014



Harford County Historic Landmark and District Nomination Form

(Article XIII. General Provisions for Historic Landmarks)

Please read the [Historic Landmark and District Nomination Form Instructions](#) carefully before completing this form. All fields must be completed for the form to be accepted. This nomination form is designed to provide the information necessary for staff and the Harford County Historic Preservation Commission to evaluate the significance of the nominated property or district for possible designation as a Harford County Historic Landmark or Historic District. **Staff assistance is available to answer any questions you may have regarding this form or the program.**

General Property/District Information

Name _____ Inventory No. _____
Other _____
Address _____
City/Town, ZIP _____
Tax ID Number _____

Property Owner (s)

Name (s) _____ Telephone _____
Street and Number _____ Cell Phone _____
City/Town _____ State _____ ZIP Code _____
Email Address _____

For additional owners, attach a separate sheet.

Applicant (if different from the property owner)

Name (s) _____ Telephone _____
Street and Number _____ Cell Phone _____
City/Town _____ State _____ ZIP Code _____
Email Address _____

Applicant's relationship to the nominated property _____

Property/District Type

For individual properties, identify the property type by its most important resource and list each resource on the property. For districts, select "District" and list the resources within the proposed boundaries. 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:	_____
<input type="checkbox"/>	District		_____

Condition of the Primary Resource(s) - For Districts Mark All That Apply

<input type="checkbox"/> Excellent	<input type="checkbox"/> Deteriorated
<input type="checkbox"/> Good	<input type="checkbox"/> Ruins
<input type="checkbox"/> Fair	<input type="checkbox"/> Altered

Property/District Name: _____

Inventory No. _____

Historic Background of Property/District

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

Historic Significance

Why is the property or district being nominated? Please choose one or more of the following criteria for designation.

Criteria for Designation:	
<input type="checkbox"/>	It is associated with events that have made significant contributions to our history.
<input type="checkbox"/>	It is associated with the lives of persons significant in our history.
<input type="checkbox"/>	It embodies character, interest or value as part of the heritage or culture of Harford County, Maryland or the Nation.
<input type="checkbox"/>	It embodies the distinctive characteristics of a particular architectural style, period, or method of construction.
<input type="checkbox"/>	It represents the work of a noted architect or master builder.
<input type="checkbox"/>	It possesses high artistic value.
<input type="checkbox"/>	It represents a significant and distinguishable entity whose components may lack individual distinction.
<input type="checkbox"/>	It has yielded and has the potential to provide important information about history or prehistory.

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

Property/District Name: _____

Inventory No. _____

Historic Significance continuation page

Property/District Name: _____

Inventory No. _____

Property Owner(s) Consent Form

Obtaining approval of this request for designation as a Harford County Historic Landmark does not absolve the applicant from obtaining all other applicable permits and approvals, such as building permits, certificates of appropriateness, tax credit applications, etc. Please contact Historic Preservation staff for assistance with consent for Districts.

I/We _____ are the lawful owner (s) of record for the property located at _____, which has been nominated for designation as a Harford County Historic Landmark. I/We do hereby grant my/our consent for the submittal of this nomination form and designation of my/our property as a Harford County Historic Landmark, if so designated by the Harford County Historic Preservation Commission and the Harford County Council. I/ We hereby certify that I/we am/are familiar with and understand the applicable state and local codes and ordinances, and the procedural requirements as prescribed in Article XIII. General Provisions for Historic Landmarks. of the Harford County Code.

Name _____ Signature _____ Date _____
(Property owner)

Name _____ Signature _____ Date _____
(Property owner)

Name _____ Signature _____ Date _____
(Applicant)

Property/District Name: _____

Inventory No. _____

Historic Landmark and 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 Landmark 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 Landmark Nomination Form

☐

Property Owner Consent Form

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

Applicant Name _____

Signature _____

Date _____

Property/District Name: _____

Inventory No. _____

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 Preservation Commission, in conjunction with the Department of Planning and Zoning has reviewed the Harford County Historic Landmark and 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 County Council for designation.
- ☐ The completed nomination does not meet the required criteria for designation, and therefore is **denied**.

Chair, Harford County Historic Preservation Commission

Date

Harford County Historic Preservation Planner

Date