



Guide to Designating Historic Landmarks

Step 1: Application

Pick up an application for designation. Applications are available in the Planning Office.

Step 2: Research

Research the history of your building and its occupants. The Davis Archives at El Progreso Memorial Library is a good place to start. Resources that will help with your research include city directories, Sanborn Fire Insurance maps, census records, and newspapers. Some homes and people may be documented in books, photos and vertical files. Interview former owners of the property. Visit the Uvalde County Clerk's office to trace ownership of the property. Start with the current owner and work your way back through the deeds.

Step 3: Complete the Application

Write a complete, yet concise history of your property and its owners. Justify the significance using the criteria below. Cite your sources at the end. Add pages if necessary.

A historic landmark or district may be designated if it is at least 50 years old and it substantially complies with one or more of the following:

- Possesses significance in history, architecture, archeology and/or culture.
- Is associated with events that made a significant contribution to the broad patterns of local, regional, state and/or national history.
- Is associated with the lives of persons significant in our past.
- Embodies the distinctive characteristics of a type, period and/or method of construction.
- Represents the work of a master designer, builder, and/or craftsman.
- Represents an established and familiar visual feature of the city.

Step 4: Photo Documentation of Property:

Take photos of every building on your site. The photos should illustrate the significant qualities described in your application. The photos should show historically significant features, any alterations, and the property in context of its neighbors. Significant interior features may also be photographed. Submit as many photos as necessary to depict the current condition and significant features of the property. Historic photos should be included if available.

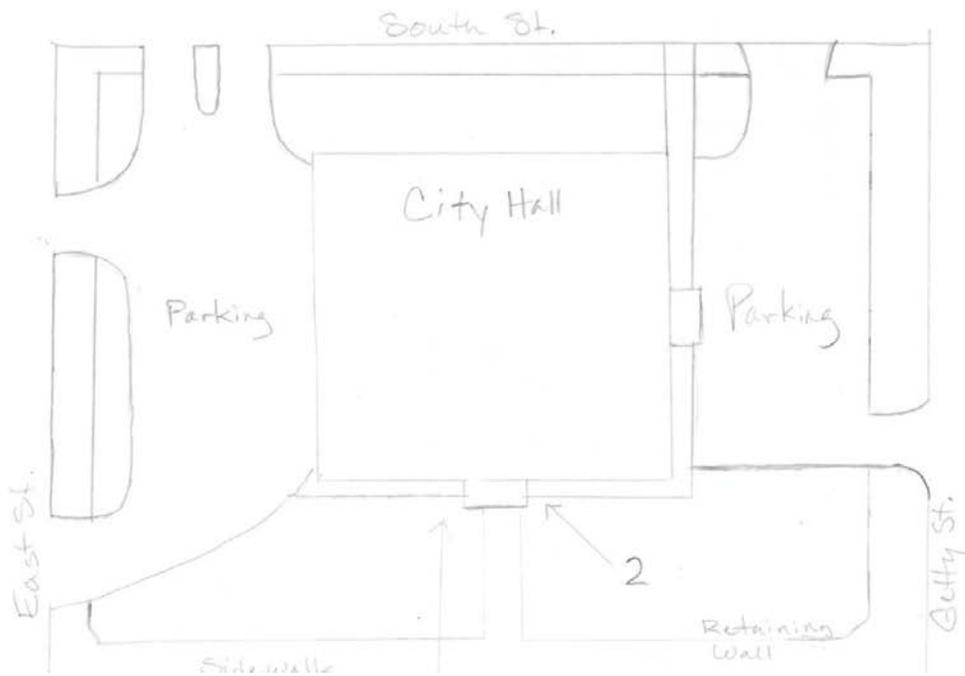
Submit digital photos in TIF or JPG saved to a CD. Image size should be at least 1200x1600 pixels at 330 ppi. Name the photos with a number, the address of the property and a description of the view, for example:

1_101 E MAIN_NORTH ELEVATION

2_101 E MAIN_ENTRY ARCH

Step 5: Site Plan

Draw a site plan to illustrate the location of each building on the site. Include all outbuildings, wells, gazebos and any pavement (driveways, sidewalks, retaining walls). Label streets, types of buildings and directions. Put the numbers of the photos on the plan. The drawing does not have to be to scale. Example:



Step 6: Submit the application

Make sure your application is complete and signed. Submit it to:

Historic Preservation Office
City of Uvalde
P.O. Box 799
Uvalde, TX 78802

or

Historic Preservation Officer
sanderson@uvaldetx.com

Questions? Call Susan Anderson at 278-3315, ext. 124.