

City of Kingsville Local Historic Landmark Program

The designation *historic landmark* recognizes that the historic place, site, subject, area or the building(s), structure(s), accessory building(s), fences or other appurtenances at the place, are of basic and vital importance for the preservation of local cultural sites.

The Kingsville Historical Development Board may recommend designation of any property, site, subject or area as a local historic landmark that in its opinion has distinguishing characteristics:

- Is a very important specimen of an architectural type
- Has exceptional value as a part of local history and culture
- Is directly associated with an important architect, builder, owner, event, or community pride

The City Commission may designate certain places in the city as historic landmarks. Such places will bear the word "historic" in their zoning designation and shall continue to bear their use designations by letter as provided in the general zoning ordinance of the city.

Steps for submitting a Request for Designation

1) Applicant will obtain a Kingsville Historical Marker Application Packet from City of Kingsville including the following:

- a. Application form
- b. Research Guide for appropriate type of marker
- c. Guide for preparing reference notes
- d. Example of narrative

2) Application must be filled out by applicant and submitted along with the narrative to the City of Kingsville for review by the Historical Development Board. Staff may request additional information for the application

3) Upon receipt of the application, the Board shall at its next regularly scheduled meeting consider the application for approval or denial. The person(s) requesting local landmark designation shall be advised of the time and place of the meeting and invited to appear to explain their reasons thereof. The Board may hold any additional meetings it considers necessary to carry out its responsibilities.

4) Upon receipt of the report of the Board, the City Commission shall make its determination at their next regularly scheduled meeting and immediately notify the applicant in writing of its approval or denial of the request for local landmark designation.