

INSTRUCTIONS FOR NOMINATION FORM
CECIL COUNTY REGISTER OF HISTORIC PLACES

1. **Name of Property:** Enter the historic name of the common name or the common name for the property. When nominating districts consisting of several parcels, Items 2, 3 and 4 should be tabulated by parcel.

2. **Address of Property:**
 - a. ***Individual Structures:*** Enter the house number, street name and village, if applicable. Use property address, not the mailing address (i.e., not P.O. Box or business address.)
 - b. If ***the property has no street address***, enter as descriptive a location as possible (i.e., “northwest corner of Melbourne Boulevard & St. James Court”, or “500 Feet north of Cathedral Street at end of gravel driveway whose entrance is on Bow Street”).
 - c. For ***districts, sites or landmarks***, be as precise as possible for the area being nominated, i.e., “129-141 E. Main Street” or “Bounded by North Street, High Street, Church Street and Main Street.”

3. **Tax Map and Parcel Numbers:** These may be identified in the State Department of Assessments & Taxation at 170 E. Main St., Elkton, MD 21921 or the Cecil County Department of Planning and Zoning, at the County Administration Building, 200 Chesapeake Boulevard, Suite 2300, Elkton, MD 21921.

4. **Property Owner(s):** List ***ALL*** property owners, including husbands and wives, if named separately in the property title, and any owners not residing in Cecil County, should be listed.

5. **Description of Property Boundaries:**
 - a. Boundaries may be described in terms of:
 - Legally recorded lot or parcel lines;
 - Man-made or topographical features such as fence lines, hedgerows, tree lines, road lines, roads, rivers, streams, ridge lines, etc.
 - b. Buildings, structures, objects, sites, (including archeological sites) or natural features:
 - Select boundaries that encompass the resource and its immediate surroundings. For large rural parcels, the boundaries should include the setting when it conveys its historic significance.
 - For individual properties on small villages and subdivisions lots, the boundaries should be based on the legally recorded lot lines.
 - c. Districts:
 - Select boundaries that include those buildings, structures, objects, sites and natural features that include the property’s historic setting.

6. **Map:**
 - a. **Individual Properties:** The preferred base map is an 8.5x11 photocopy of the appropriate section of the Cecil County tax map with property boundaries marked with a dark line. If buildings, structures or sites are on the property, sketch a rough map illustrating their location(s), in addition to the tax map copy. The sketch map need not be drawn to scale, but please label it with the property name and show a North arrow.

- b. **Districts:** For village districts, a tax map photocopy illustrating the marked parcel outlines labeled with street addresses may be suitable. If this is not legible or doesn't provide accurate representation of the nomination district, please supplement it with a sketch map showing the relations of the historic resources to existing natural and man-made feature, i.e., roads, alleys, lanes, paths, fences, hedgerows, tree lines and open space.
7. **Photographs:** Black and white or color photos are preferred. Photos are very good, and you cannot have too many.
8. **Designation Status:** If you are unsure of the property(s) status, this information is usually available in the Department of Planning and Zoning. Easement information is part of the legal property information at the Cecil County Circuit Courthouse at 129 East Main Street, Elkton, MD 21921.
9. & 10. **Statement of Significance:** Please check any and all criteria that apply to this application and include supporting information for any checked items in the statement. Give known references and documentation and try to avoid repeating hearsay or unsupported lore where possible. Support may include magazine articles, books, title information, historical maps, tax records, family records, etc., Please include titles, authors, publishing information and locations for the sources when known.
11. **Consenting Owners:** List all owners of record for properties being nominated, and original signatures of all owners are required.
12. **Nominator Identification:** Please identify a contact person for the application reviewers – even when nominator is an owner.

Complete nominations, including all supporting materials, should be returned to:

***Eric S. Sennstrom, AICP, Director
Cecil County Department of Planning and Zoning
Cecil County Administration Building
200 Chesapeake Boulevard, Suite 2300
Elkton, MD 21921
410-996-5220***

If you need more assistance with this application, please contact the above person or:

Patricia Folk – Chairperson	Mike Dixon	Sally Cairns
Ed Cairns	Nancy Simperts	Ron Edwards
	Audrey Edwards	

A public hearing will be held and property owner(s) and those adjoining the nominated property(s) will be sent notice of the hearing by certified mail at least 15 days prior to the hearing. Notice shall also be published in the newspaper of general County circulation at least 15 days prior to the hearing.