



Historic Marker Application City of Oxford, Ohio

Please submit to:
Historic and Architectural Preservation Commission
City of Oxford, Municipal Building
101 East High Street, Oxford, Ohio 45056
For information or assistance:
524-5204 or www.cityofoxford.org
Established 2009

HISTORIC PRESERVATION AWARD NOMINATION APPLICATION

(TIER ONE)

(Application Deadline: May 1)

Nominated Person, Property or Organization: _____

Name, Mailing Address, Phone Numbers of Current Property Owner or Nominated Person: _____

Please summarize information on the following topics and include attachments as appropriate:

1. Location of Structure _____
Tax Parcel No. _____ Building Permit # _____
Year of Construction _____ Additions/Restorations _____
2. Description of the site (Habs Haer, fire maps) _____

Award Category:

_____ Exterior Restoration-Residential _____ Exterior Restoration Mixed-Use/Commercial
_____ Adaptive Re-use _____ Project Excellence _____ Stewardship

Description of Achievement:

Please attach a one-page written description of the project achievement, including:

- (a) The scope of the project completed,
- (b) The details of the steps required to complete it, and
- (c) The contribution of the project to the preservation of Oxford's historic character. Include any historic information that is available about the building: historic records, building name(s), original owner, architect, date of construction, and history of the site. Anecdotes and interesting information that you would like to share can be included but is not required, such as quirks about the building, historic objects found on the property, or misadventures that occurred during restoration work, etc.

Begin/End Dates of Project (use building permit dates, if available): _____

Project Contributors:

List all major contributors to the achievement of the project, such as architect, landscape architect, contractors, skilled craftsmen, lenders, consultants, etc. Please include contact addresses for each contributor.

Additional pages may be attached.

Supporting Documentation for Preservation Awards:

Submit six to ten photographs illustrating the project's achievements, stating significance of what each photograph represents. Include at least one "before" and one "after" photograph.

Name of Person Submitting the Nomination _____

Address/tel. no./email _____

Contribution to Project _____

Additional pages may be attached.

The applicant certifies that the information on this application is true and accurate to the best of his/her knowledge.

Signed

Date

HAPC Use Only:

Site visited by _____ on _____

Information verified by _____ on _____

Application approved _____ Not approved _____ on _____

Marker awarded to _____ on _____

Register Number: _____



Historic Marker Program

Sponsored by the
Historic and Architectural Preservation Commission
City of Oxford, Ohio
Established 2009

HISTORIC PRESERVATION AWARD NOMINATION APPLICATION (TIER ONE)

To nominate a property for a **Historic Preservation Award**, fill out the **Tier One Marker** application form and submit it, along with a photograph of the property, to the City of Oxford, Municipal Building. Once your application is submitted, the Historic and Architectural Preservation Commission (HAPC) will review the application to determine if the structure meets the eligibility criteria.

If the application is approved, applicant will be notified, a register number will be assigned and a Marker will be ordered, awarded to the property owner and affixed to the front of the *structure*. It will be fastened with tamper-proof brass screws by a qualified contractor selected by the HAPC. The HAPC, through the City of Oxford, will provide and install the Marker. There is no fee for Preservation Awards.

When **Preservation Awards** are awarded, the property owner must pledge, in a Letter of Agreement with the City of Oxford, to maintain the historic integrity, the significant original features and the surrounding grounds that distinguish the character of the structure and its environment.

Preservation Awards will not restrict property owners from making appropriate changes to their property. However, changes considered inappropriate to the significant architectural elements or details of a *structure* or *site* will result in loss of designation and removal of the Marker.

This includes removing important architectural features, installing vinyl siding, replacing original windows with vinyl or metal windows, removing an original slate or tile roof, building inappropriate or insensitive additions, or otherwise destroying the integrity of the original structure.

Register Numbers: The register numbers are a coding system to establish a permanent record of historic resources in Oxford. The register numbers also allow the City to correlate its historic resource records with neighborhood walking tours.

CATEGORIES AND CRITERIA

The City of Oxford Historic Marker Program recognizes outstanding contributions to the preservation of Oxford's historic fabric. The Historic Preservation Awards will be presented by the Historic and Architectural Preservation Commission (HAPC) to individuals or organizations for preservation projects that were completed between January and December of the nomination year.

The project categories eligible for **Preservation Awards** are:

Exterior Restoration for Residential, Exterior Restoration for Mixed-Use/Commercial, Adaptive Re-use, Project Excellence, and Stewardship.

Awards will be presented on the basis of the following criteria:

1. *Project design sensitivity* to the historic character, original architectural elements and fabric of the property, and degree of preservation or restoration achieved.
2. *Project execution* representing the *best preservation practice* and use of appropriate techniques and materials germane to its period and style whenever possible.

3. *Degree of difficulty* of problems or threats faced, and the creativity and appropriateness of the solutions applied.
4. *Impact of project* on the community and on the preservation of Oxford's historic resources, showing leadership, programs and project organization.

The accuracy of the background information provided and the completeness of the nomination form are an integral part of the decision to recognize a project with a **Preservation Award**. The Historic Preservation Awards will be presented in September. The awards are chosen by the HAPC in collaboration with the City of Oxford.

To nominate a property for a Preservation Award, complete the **TIER ONE MARKER** Application Form and submit it with supporting documentation to the City of Oxford, Municipal Building, 101 East High Street, Oxford.

CATEGORY DESCRIPTIONS

Exterior Restoration for Residential: This category acknowledges historic residential restoration projects for the exterior of the structure, in which the architect, contractor or owner exhibited exceptional care, sensitivity and respect for the historic fabric and/or setting of the property. The restoration should repair intact historic elements and detailing and replicate any missing elements, using historic materials whenever possible.

Exterior Restoration for Mixed-Use/Commercial: This category acknowledges historic mixed-use or commercial restoration projects for the exterior of the structure in which the architect, contractor, or owner was exceptionally sensitive and careful to respect the historic fabric and/or setting of the property. Historic architectural elements and detailing should be repaired or replicated, using historic materials whenever possible.

Adaptive Re-use: This category recognizes a successful Adaptive Re-use of a property where the excellence in design inspires a new and different use(s) for an existing building. The historic materials and fabric of a property should be retained and used as a prime element in the design of the project.

Project Excellence: This award recognizes a project for either residential or mixed-use/commercial that demonstrates an outstanding achievement in historic preservation, restoration or rehabilitation. The project should have a significant impact on the community in Oxford and would be considered a leading example of historic preservation. Priority is given to projects that save a potentially threatened building.

Stewardship: This award recognizes individuals or organizations with long-term dedication to the preservation of a property or properties that positively affect an entire community. Examples of completed projects or programs instituted should be included in the nomination, along with a general discussion of the individual's or group's commitment to historic preservation.



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AGREEMENT

THIS AGREEMENT entered into this _____ day of _____, 20(), between the City of Oxford, Ohio, a municipal corporation, (hereinafter “CITY”), and _____, (hereinafter “OWNER”), owner of the real estate located at _____, Oxford, Ohio (hereinafter “PROPERTY”).

WHEREAS, the CITY has instituted a Historic Marker Program with two levels, for properties within the boundaries of the City of Oxford: as **Tier One** to present **Preservation Award** plaques to recognize sensitively executed preservation projects, and **Tier Two** to present **Historic Plaques** to recognize structures and sites of historic significance; and

WHEREAS, the CITY has reviewed the application of the OWNER and has determined that the structure or site located on the PROPERTY meets the eligibility criteria.

WHEREAS, the CITY awards the OWNER a Tier One, Preservation Award for the PROPERTY; and

NOW, THEREFORE, in consideration of the mutual promises contained herein it is hereby agreed:

1. OBLIGATIONS OF THE CITY

- (a) The CITY will design and advertise for the purchase of the Preservation Award plaques and Historic Plaques to be used throughout the City of Oxford to designate historic structures and sites;
- (b) The CITY will transfer ownership of the **Preservation Award** (Tier One) plaque to the OWNER and bear the cost of the plaque and its installation;
- (c) The CITY will transfer ownership of the **Historic Plaque** (Tier Two) to the OWNER upon payment to the CITY of an amount equal to the cost to the City for the Historic Plaque, with installation included.

2. OBLIGATION OF THE OWNER

- (a) The OWNER will pay the CITY for the cost of the **Historic Plaque** (Tier Two);
- (b) The OWNER will display the **Preservation Award** plaque/**Historic Plaque** in a prominent position on the PROPERTY per guidelines developed for the Historic Marker Program, and maintain the plaques;
- (c) The OWNER will maintain the historic integrity of the structure or site designated as being historically significant; if said structure/site is compromised in a manner insensitive to its historic significance, the plaque will be revoked.

CITY:

OWNER:

By: _____
Douglas Elliott, City Manager

By: _____