

## Application for Historic Designation General Instructions

### 1. Nature of Historic Designation

The purpose for Historic Designation is to promote the protection, enhancement and perpetuation of places, districts, sites, buildings, structures, and works of public art having a special historic, cultural or aesthetic significance, interest, or value. The Lafayette Preservation Commission shall review and identify potential historic assets and consider them for historic designation and inclusion in the Lafayette City-Parish Historic Register.

Types of Historic Designation:

- **Historic Neighborhood** – a neighborhood or subdivision developed before 1945 that has historic and/or architectural significance
- **Historic Landmark** – a building, over 50 years old, that meets the eligibility criteria for listing in the National Register of Historic Places
- **Historic Property** – a building over 50 years old, that exemplifies a significant historic person, architect, architectural type, method of construction, culture, aesthetic, heritage, and/or grouping of buildings
- **Historic Cultural Resource** – a permanently-installed and historically-significant place, sign, bell, structure, artwork, example of workmanship, or related grouping

### 2. Application

Applications will be accepted when entirely completed. Anyone needing assistance with completing the application is encouraged to contact the Preservation Coordinator in the Planning Office. For questions or assistance, call the Preservation Coordinator at (337) 291-7193 or the Planning Division Secretary at (337) 291-8445, or send email inquiries to [historicpreservation@lafayettela.gov](mailto:historicpreservation@lafayettela.gov).

### 3. Fees

No fees are required.

### 4. Meeting Attendance

Applicants and/or historic home owners are not required to be present at the meeting but are encouraged to attend to discuss historic details and to answer any questions that may be raised at the meeting.

### Application for Historic Designation

1. Requested historic status: (Check one)

- |  |   |
|--|---|
| <input type="checkbox"/> Historic District | <input type="checkbox"/> Historic Property          |
| <input type="checkbox"/> Historic Landmark | <input type="checkbox"/> Historic Cultural Resource |

2. Name of property owner (not required for designation of historic neighborhoods):

\_\_\_\_\_

Mailing address: \_\_\_\_\_

City, state, zip code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name of applicant(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, state, zip code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

4. Description of historic asset, historic evidence\*, reasons, and justifications for historic designation, using additional pages as needed. Please contact the Preservation Coordinator for assistance with completing this part of the application. Additional requirements and procedures for submitting an application for historic district designations are outlined in paragraph 8, below.

email: [historicpreservation@lafayettela.gov](mailto:historicpreservation@lafayettela.gov) Phone: (337) 291-7193

\*Resources for Researching Historic Evidence and Information:

- Lafayette Parish Clerk of Court Conveyance Records, 800 South Buchanan Street
- Lafayette Parish Assessor's Records Database, 1010 Lafayette Street, Suite 402
- Sanborn Fire Insurance Historical Maps, Lafayette Public Library online
- Center for Louisiana Studies at Edith Garland Dupré Library, 400 E. St. Mary Boulevard, Room 321
- Louisiana Room at Edith Garland Dupré Library, 400 E. Saint Mary Boulevard
- Genealogical Room at Lafayette Public Library, 301 West Congress Street

### Application for Historic Designation

5. Address, or legal description of property, or neighborhood boundaries, whichever is applicable, of proposed Historic Neighborhood, Historic Landmark, Historic Property, or Historic Cultural Resource

6. Requested name of historic asset:

(Name to be approved or modified by Preservation Commission during designation hearing.)

7. Owner approval of Historic Designation: (Applicant signs when applying for Historic District)

I, \_\_\_\_\_, the undersigned, hereby certify that I am  
Please Print Name

the legal owner or the legal owner's representative of, (or in the case of Historic District applications, a resident owner within) the above-referenced historic asset.

I approve historic designation of the above-referenced historic asset to be included in the official Lafayette Historic Register, and I consent to allow the appropriate City-Parish employee(s) to inspect the asset described in this application for purposes of preparing required reports, including photographs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date