

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 (337) 291-7193 or (337) 291-8445, or send email inquiries to 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)

- Historic Neighborhood
- Historic Property
- Historic Landmark
- 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: email: 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 resource:

(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



Lafayette Preservation Commission Calendar Dates

Meeting Notification and Designation Report to Property Owner	Agenda Published	List of Experts Report to Property Owner	Preservation Commission Meeting 3:00:00 PM	Historic Plaque Order	Decision Notification to Property Owner
December 29, 2017	January 2, 2018	January 3, 2018	January 18, 2018	February 1, 2018	March 4, 2018
January 26, 2018	January 30, 2018	January 31, 2018	February 15, 2018	March 1, 2018	April 1, 2018
February 23, 2018	February 27, 2018	February 28, 2018	March 15, 2018	March 29, 2018	April 29, 2018
March 30, 2018	April 3, 2018	April 4, 2018	April 19, 2018	May 3, 2018	June 3, 2018
April 27, 2018	May 1, 2018	May 2, 2018	May 17, 2018	May 31, 2018	July 1, 2018
June 1, 2018	June 5, 2018	June 6, 2018	June 21, 2018	July 5, 2018	August 5, 2018
June 29, 2018	July 3, 2018	July 4, 2018	July 19, 2018	August 2, 2018	September 2, 2018
July 27, 2018	July 31, 2018	August 1, 2018	August 16, 2018	August 30, 2018	September 30, 2018
August 31, 2018	September 4, 2018	September 5, 2018	September 20, 2018	October 4, 2018	November 4, 2018
September 28, 2018	October 2, 2018	October 3, 2018	October 18, 2018	November 1, 2018	December 2, 2018
October 26, 2018	October 30, 2018	October 31, 2018	November 15, 2018	November 29, 2018	December 30, 2018
November 30, 2018	December 4, 2018	December 5, 2018	December 20, 2018	January 3, 2019	February 3, 2019
December 28, 2018	January 1, 2019	January 2, 2019	January 17, 2019	January 31, 2019	March 3, 2019

All Meetings are Held At 3:00 PM on the third Thursday of the month at Rosa Parks Multipurpose Room, 101 Jefferson Street, Room 116

If you are interested in submitting an application to the Preservation Commission for historic designation consideration, the first step is to complete, sign and submit the application per the application instructions. The Ordinance outlined in the **Unified Development Code does not provide Lafayette Consolidated Government staff with a deadline for designating historic resources**. Once the historic resource application is scheduled for nomination per the meeting agenda publication deadline, the Ordinance requires the Commission to consider the historic resource for nomination at the next scheduled meeting. Per the Ordinance, the Commission must render a decision on whether or not to designate the historic asset within forty-five (45) days after nomination, unless further research is requested by the Commission.

**Lafayette Preservation Commission
2018 Membership**

MEMBER	TERM EXPIRES
Sonya LaComb-Boudreaux, Chair	08/31/2018
Bill Hunter, Vice Chair	08/31/2021
Andrea Veron	08/31/2018
Caroline Ancelet	11/19/2020
Eric Crozier	6/30/2021
Anne L. Mahoney	7/15/2018

All correspondence with Preservation Commission members shall be directed through the Department of Development and Planning at (337) 291-8445, mailing address:

Lafayette Consolidated Government
Department of Development and Planning
Preservation Commission
P.O. Box 4017-C
Lafayette, Louisiana 70502

**Excerpt from LCG Unified Development Code (UDC)
Article 3 Development Standards | 89-34 Historic Preservation**

Criteria for Designation of Historic Assets

- a. The Lafayette Preservation Commission shall review and identify potential landmarks and adopt procedures to consider them for designation as Historic Assets as specified herein.
- b. Four types of designation are used for Historic Assets
 1. Historic Neighborhood
 2. Historic Landmark
 3. Historic Property
 4. Cultural Resource
- c. The factors to be considered by the Lafayette Preservation Commission in determining whether a particular subdivision should be designated as a ***Lafayette Historic Neighborhood*** shall include, but need not be limited to, the following:
 1. Its location is the site of a subdivision that was surveyed and recorded in the Lafayette Parish Courthouse before 1945, with a concentration of buildings contained therein that were constructed in or moved to the development before 1945.
 2. It is identified with a person or persons who significantly contributed to the history, culture, or development of the Parish of Lafayette, State of Louisiana, or the United States;
 3. It exemplifies the culture, economic, social or aesthetic heritage of the Parish of Lafayette;
 4. It embodies distinguishing characteristics of an architectural type or style or represents the work of an architect or master builder on a local level whose individual work is a fine example of a period, a type, a method of construction, or the use of a native material;
 5. It occupies a unique location or possesses a singular physical characteristic that makes it an established or familiar visual feature in the Lafayette community; and
 6. It is part of a group of related properties in an area which attains significance by being part of or related to a square, park or other distinctive area which exemplifies an historical period, cultural connection, or architectural motif unique to the development of the Parish of Lafayette;

Excerpt from LCG Unified Development Code (UDC)
Article 3 Development Standards | 89-34 Historic Preservation, cont'd.

- d. The factors to be considered by the Lafayette Preservation Commission in determining whether a particular property should be designated as a *Lafayette Historic Landmark* shall include, but need not be limited to the following:
1. It constitutes a determination of eligibility for listing in the National Register of Historic Places, because it was evaluated under the National Register criteria and found to meet them.
 2. Its location is the site of a significant historic event.
 3. Meets criteria listed above in Section 6, Paragraph c, Numbers 2 through 6.
- e. The factors to be considered by the Lafayette Preservation Commission in determining whether a particular property should be designated as a *Historic Property* shall include, but need not be limited to, the following:
1. Its location is the site of a significant historic event;
 2. It is a building identified with a person or persons who significantly contributed to the history, culture, or development of the Parish of Lafayette, State of Louisiana, or the United States;
 3. It is a building that exemplifies the culture, economic, social or aesthetic heritage of the Parish of Lafayette;
 4. It is a building that embodies distinguishing characteristics of an architectural type of style or represents the work of an architect or master builder on a local level whose individual work is a fine example of a period, a type, a method of construction, or the use of a native material;
 5. It is a building that occupies a unique location or possesses a singular physical characteristic that makes it an established or familiar visual feature in the Lafayette community; and
 6. It is a building that is part of a group of related properties in an area which attains significance by being part of or related to a square, park or other distinctive area which exemplifies an historical period, cultural connection, or architectural motif unique to the development of the Parish of Lafayette;

**Excerpt from LCG Unified Development Code (UDC)
Article 3 Development Standards | 89-34 Historic Preservation, cont'd.**

- f. The factors to be considered by the Lafayette Preservation Commission in determining whether a particular item should be designated as a *Historic Cultural Resource* shall include, but need not be limited to, the following:
1. It is a sign, bell, structure, or piece of art or workmanship that is permanently installed at the site of a significant historic event, or is identified with a person or persons who has/have made a significant contribution to the history, culture or development of Lafayette, or commemorates a significant event or cultural characteristic, or history or development of Lafayette;
 2. It is a building, that is identified with a person or persons who significantly contributed to the history, culture, or development of the City or Parish of Lafayette, and is not necessarily of Statewide or National Significance and does not necessarily embody distinguishing characteristics of an architectural style, a master builder, an architectural period or type, method of construction or use of a native material.
 3. Meets criteria listed above in Section 6, Paragraph c, Numbers 3, 5, and 6.
- g. Any structure, property, site, object, or area that meets one or more of the above criteria shall also have sufficient integrity of location, design, materials, and workmanship to make it worthy of preservation or restoration.
- h. Generally, a property must be a minimum of fifty (50) years old to be considered for nomination for Historic Property designation. However, properties achieving particular significance in the community within the past fifty (50) years will be considered for nomination at the discretion of the Lafayette Preservation Commission.
- i. The Lafayette Preservation Commission shall not consider interior arrangement or the use of a designated Historic Property.
- j. All properties in the Parish of Lafayette listed on the National Register of Historic Places shall be considered for Historic designation.