

## INSTRUCTIONS

### FOR COMPLETING an HISTORIC LANDMARK or DISTRICT NOMINATION FORM

1. Name of property: enter the historic or common name(s) of the property.
2. Address of property:
  - A. For individual structures, enter each street address including the street or fire number, street name, and name of the village, fire number or township name.
  - B. If the property has no street address, enter as precise a description of the location as possible, for example:

“South side of Kishwaukee Valley Road between \_\_\_\_\_ and \_\_\_\_\_ section 7 Seneca Township” or;

“Northwest corner of Route 31 and School Road, Section 10, McHenry Township”.
  - C. For districts or landscapes, enter as precise a description as possible of the area being nominated, for example:

301 to 590 Jefferson Street, 200 to 420 Madison Street, and \_\_\_\_\_ Judd Street, Woodstock, Illinois 60098, or;

Bounded by Vander Karr Road, Stewart Road and Regnier Road, Section 27, Hebron Township.”
3. Tax assessor’s parcel number: this number may be obtained by the nominator from the McHenry County Treasurer’s Office or from the McHenry County Department of Planning and Development.

When nominating districts or landscapes, use Attachment 1 to list the parcel numbers of all properties to be included in the district or landscape.

4. Description of property boundaries:
  - A. Boundaries may be described in terms of legally recorded lot or parcel lines, manmade or natural topographic features such as fence lines, roads, rivers, streams ditches, etc.
  - B. For buildings, structures, objects, sites (including archaeological sites) or natural features, select boundaries that encompass the resource and its immediate surroundings. For resources located on small lots in villages or subdivisions, the boundaries should be based on the legally recorded lot lines. For resources located on large rural parcels of land, the boundaries should encompass the resource and any additional land that conveys the property's historic setting and contributes directly to its historic significance.
5. Map showing the boundaries and location of the property: if necessary, the McHenry County Department of Planning and Development may be able to help you obtain a base map on which to show the boundaries and location of the property.
6. Photographs: black and white or color prints or slides are acceptable.
7. Attachment 2 must be completed when nominating a district or landscape and when the property is listed on a national or other local register.
8. Name, address and telephone number of property owner(s): the name, address, and telephone number of all property owners must be submitted with the nomination. If there are more than two property owners, attach an additional sheet, use Attachment 3. If the property is in the process of being sold, please submit the names of both the sellers(s) and the purchaser(s).