

SPECIFIC (ITEM-BY-ITEM) INSTRUCTIONS:

1. Name of Place:

Enter the current official name, if one exists. Otherwise, use the most commonly used name or a descriptive name (e.g., "Jones Farm House").

2. Other Historical or Common Names:

Use this space to record any other commonly used names. If none are known, enter "None."

3. General Location:

Use neighborhood, town or community names ("Montecito" or "Casmalia"), where applicable. Otherwise, use geographical location names (e.g., "Bell Canyon, Ellwood area").

4. Address of Property (if applicable):

If the property has or is located at a street address, enter it here. If not, enter "None." Please include the Assessor's Parcel Number, if known.

5. Type of Place (check one): Building, Other Structure, Site or Feature, Object, Other

A wall is an example of a structure that is not a building. Rock paintings and cemeteries are examples of sites or features.

6. Number and description of photos enclosed (see instructions):

Indicate the number of photos included with the nomination (at least one is required). Describe when each was taken and what they depict. Photos should be 8½ x 11 or smaller.

7. Name, address, and phone number of person or group making nomination:

Nominations may be made by an individual or group.

8. Name, address, and phone number of owner:

This information must be supplied even if the owner is not the applicant.

9. Date of construction or origin:

Use the most accurate date possible. Estimates may be used, but the fact that they are estimates must be clearly indicated. There must be a reference or other documentation in support of the date listed (see General Instructions).

10. Physical description of the nominated property and setting today:

All descriptions should include basic information about the size and other visible features of the property. They should also relate the property to any other surviving examples of the same basic type. Nominations of buildings should include a statement of the architectural style and distinguishing architectural features. Is the general area today urban, suburban, or rural in nature? Contrast this modern setting with the historic setting. Describe any recent buildings or other changes to the immediate vicinity which affect the visual setting.

11. Describe any physical alterations or changes to the nominated property:

If the preparer is aware of no changes to the property, this should be indicated here.

12. Historical sketch of the nominated property:

This should be a broad and concise history of the property from its origin to the present. The sketch should include a statement of the role or purpose of the property and how this may have changed over time. Different owners, users, or occupants should be named. This is the place to mention associations with famous persons or events (see General Instructions). The historical sketch should be well documented.

13. Explain why the nominated property should become a County Landmark or Place of Historical Merit:

This section should respond to the questions posed in the General Instructions. It should repeat arguments made in earlier items, as well as to introduce additional points.

14. Complete and summarize the case for approval.

15. Map:

All nominations must be accompanied by a reproduction, on 8½ x 11-inch paper, of a published map (USGS topographic, city street map, etc.), with the location of the nominated property clearly indicated.

16. Make copy of Assessor's Parcel Map and mark boundaries of proposed historic merit or landmark property in thick black line. Include verbal description

17-19. Signature and Date:

All nominations must be signed and dated. Group nominations must be signed by an authorized representative.

Revised: 1/94