



## LOUDOUN COUNTY HERITAGE REGISTER NOMINATION FORM

Thank you for your interest in submitting a nomination for consideration in the ***Loudoun County Heritage Register (LCHR)***.

Any Loudoun County resident or property owner may submit this nomination for a historic resource to be considered for the LCHR. If an nomination is submitted by someone other than the property owner, the property owner's written consent must be submitted with the nomination.

**Inclusion in the LCHR is strictly honorary. The property is being recognized for its historic value.** Loudoun County recognizes its rich heritage. Compiling a record of resources that contribute to Loudoun's history allows visitors, residents, and community leaders to maintain awareness of this rich heritage.

Listing on the LCHR does not restrict property owners from altering their properties, require private properties to open to the public, and does not prevent demolition of privately owned buildings.

Nominations may be submitted via USPS mail or electronically via Flash-Drive or email. Your nomination must be complete to qualify for review.

Physical nominations can be mailed to:

Department of Planning and Zoning  
P.O. Box 7000  
Leesburg, VA 20177

Once the completed nomination is submitted, it will be reviewed by the Loudoun County Department of Planning and Zoning. The nomination will be submitted to the full Heritage Commission for a review and approval, based on the information included in both the nomination and the staff report. The Heritage Commission will review the nomination at its regularly scheduled meeting.

**Note:** All submitted materials become the property of Loudoun County.

DPZ staff is available to answer any questions you may have as you complete your nomination. Please contact the Department of Planning and Zoning at 703-777-0246 or by email at [dpz@loudoun.gov](mailto:dpz@loudoun.gov).

**Qualifications:**

To be considered for listing in the LCHR, a property must be at least 50 years old, and possess either integrity of location, design, setting, materials, workmanship, feeling or significant association to Loudoun County. A designated property may also possess natural, historical, architectural, archeological, or cultural significance and meet one or more of the following criteria.

- ☐ Association with an event or person that has made contributions to the broad patterns of our local history;
- ☐ Represents Loudoun County's rich agricultural history;
- ☐ Representative of a community local to Loudoun County, including historic villages that are no longer incorporated;
- ☐ An example of a type of building or architectural or technological ensemble or landscape which illustrates distinctive characteristics of a type, period, or method of construction, or that possesses high artistic values; or represents a distinguishable entity whose components may lack individual distinction;
- ☐ Yields or may be likely to yield, archeological information important in history or prehistory (Archaeological sites must be at least 100 years old to meet eligibility);
- ☐ An established and familiar visual feature due to its singular man-made or natural characteristics or features; or environmental feature (i.e. diabase glades, fens, etc.);
- ☐ An outstanding example of community design and/or compatible infill development;

**Examples of eligible resources:**

Public and private residences, accessory structures in historic rural villages, farms, mills, churches, schools, bridges. Resources that have undergone minor alteration may still be eligible so long as they retain some level of integrity.

**Examples of resources that would not be eligible:**

Resources that have undergone major alteration and do not retain connection to Loudoun County heritage or have an adequate level of historic integrity.

Any resource that is already listed in the National Register of Historic Places, or the Virginia Landmarks Register will be grandfathered in to the LCHR; however, property owners will have the option to remove their property from the LCHR through written notification to the Department of Planning and Zoning.

GENERAL PROPERTY INFORMATION				
PROPERTY NAME (CURRENT)		PROPERTY NAME (HISTORIC)		
PROPERTY ADDRESS		CITY	ZIP CODE	
Property Identification Number (PIN):  PIN number can be found online at <a href="http://loudoun.gov/weblogis">loudoun.gov/weblogis</a> by searching the property address.			Tax Map Number:	
Is the site under easement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please indicate with which agency:		
Ownership	<input type="checkbox"/> Private	<input type="checkbox"/> Public/ Local	<input type="checkbox"/> Public/ State	<input type="checkbox"/> Public/Federal
If the site is Private AND Access is Limited/Not Available, do you wish to have the site address shown in the public LCHR?		<input type="checkbox"/> Yes		<input type="checkbox"/> No

OWNER INFORMATION		
NAME(S)		
MAILING ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER	EMAIL ADDRESS	
SIGNATURE(S)		

Are there multiple owners? ☐ Yes ☐ No  
 If **Yes**, please attach a list of names and contact information.

**NOMINATOR INFORMATION (if different than the Owner)**

NAME(S)

MAILING ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

EMAIL ADDRESS

SIGNATURE

- If an individual other than the owner is submitting this nomination, written consent from the property owner must be included with this nomination. Property owner consent is required before the nomination is submitted to the Heritage Commission for review.
- If the property is already listed on the National Register of Historic Places, or the Virginia Landmarks Register, written consent is not required.
- If written consent has not been obtained for a property that is eligible for listing in the LCHR, it will not be listed. Instead, it will be listed on an internal Inventory of Historic Resources, maintained by the Department of Planning and Zoning.
- If this property is listed on the NRHP or the VLR the applicant may omit pages 5-8 of this nomination and submit pages 3-4 for review. Please include the NRHP or VDHR ID number on the nomination.

**PHYSICAL ASPECTS OF THE PROPERTY**

**Setting (choose only one of the following):**

**Acreage:**

- ☐ Urban
- ☐ Suburban
- ☐ Town
- ☐ Village
- ☐ Rural

## **DESCRIPTION OF PROPERTY**

*In the space below (and in attached pages if necessary), summarize the general characteristics of the entire property. Describe its current use (and historic use if different) and the primary buildings and/or structures on the property (e.g., house, store, school, church, building, bridge, burial grounds, geological, natural, etc.). Include information of the architectural style, materials and/or method(s) of construction, physical appearance and condition (exterior and interior), and any additions, remodeling, or other alterations.*

*Briefly describe any outbuildings or secondary resources (such as barns, sheds, dam and mill pond, storage tanks, scales, railroad spurs, etc.), including their condition and estimated construction dates.*

*Are there any known threats (e.g., Deterioration, demolition) to the property? If so, briefly describe.*

<b>PROPERTY'S HISTORY AND SIGNIFICANCE</b>
<i>Date built, discovered, planted:</i>
<i>Architect and/or builder (if known):</i>
<i>Specific dates of importance (if known):</i>
<i>In the space below, briefly describe the significance.</i>

## PHOTOGRAPHS, IMAGES, AND/OR MAPS

*Please attach at least six (6) current images of the property, including visible exterior elevations/views, any relevant architectural details, any outbuildings, and the overall setting. Each photograph should be labeled with a description (e.g., "View of the (front) elevation of the dwelling").*

*A location map and a sketch map must be included with the nomination. Historical maps and images also may be included, if available.*

**Location map** - *This map shows the exact location of your property. The map can be created using Google Maps, Google Earth, Bing, or other mapping websites. A copy of a road map also may be used as long as the property's exact location and physical address are shown on the map.*

**Sketch map** - *This map shows the locations of all resources on your property, such as the main building; any secondary resources (often referred to as outbuildings); major landscape features such as a stream, formal gardens, driveways, and parking areas, and the road on which the property fronts. The sketch map can be drawn by hand, or an annotated aerial view, tax parcel map or survey map may be used.*

*Include sources for all images and maps.*

## MAJOR BIBLIOGRAPHICAL REFERENCES

*Please include any primary or secondary sources that may be helpful in continued research of this property, as well as any sources that are referenced in the narrative sections of this form.*

**FOR STAFF & COMMISSION USE ONLY**

*Date Received:* \_\_\_\_\_ *Received By:*

*LCHR No. (to be assigned by staff):* \_\_\_\_\_

*Date Reviewed by the Loudoun County Historic Register sub-committee:*

*Comments:*

*Date Approved/Denied/Tabled by the Heritage Commission:*

*Reasons for denial of nomination:*