



INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR SINGLE-SITE HISTORIC DISTRICT

The completion of the Application Single-Site Historic District form is the first step in the Single Site Historic Designation process. Once this form is filled out. The Historic Preservation Commission reviews the form, and if the structure meets the guidelines of Single Site Historic Designation, the Board recommends its designation. This recommendation is made through a resolution to the City of La Porte Common Council, the Council, by Ordinance then makes the designation.

1. **NAME OF PROPERTY:** The name of the district should be a name of historic significance that is applicable to your historic structure. The name may be of a past owner such as the “Orlando Sutherland Home” or “Kendall Manor”, or of the current owner, as in the “Virginia Roberts Home” or the “Schumm Home” as these owners have owned the home for generations.
2. **LIST PROPERTY OWNER(S) AND ADDRESSES:** The name and address of all owners.
3. **LEGAL DESCRIPTION:** A legal description of the property can be obtained from the LaPorte County Recorders Office. A map will be provided by the City of LaPorte.
4. **ARCHITECTURAL SIGNIFICANCE:** Type of architectural, American Gothic, Bungalow, and Queen Anne are a few examples.
5. **HISTORICAL SIGNIFICANCE:** Any history on the structure and/or its owner/builder can be attached.
6. **GUIDELINES:** The City of LaPorte will provide the Guidelines Book.
7. **ATTACH PRINTS:** Photographs or CD with photos should be included with the completed form.
8. **SIGNATURES:** All owners of the structure should sign the form.

Contact the City Planner, David Heinold at 362-8260 with questions regarding this form.