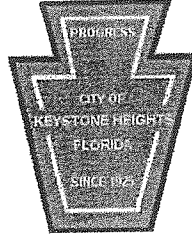


**BUILDING PLAQUE
APPLICATION
&
SCORING GUIDELINES**



Building Plaque Application

Name _____

Building Address _____

Building Name _____
(for public/commercial structures)

Current Owner _____

Street _____ Daytime phone _____

City _____ State _____ Zip _____

(If applicant's name is different from above)

Name _____ Daytime phone _____

Street _____ City _____ State _____ Zip _____

Original Owner _____
Date of Construction _____
Architect (if known) _____
Builder (if known) _____

Please include the following items:

1. Tell Us About Your Property

Please review the scoring guidelines, attached. The Keystone Heights Heritage Commission uses these criteria to review your application and award a plaque. Attach a written narrative summarizing the historical and architectural value of your property. Attach copies of documents that you believe would be of interest and helpful to the Commission, which may include, for example, copies of original property deeds, and old photographs.

2. Building Alterations

Describe any alterations to the exterior of the building and include the year(s) of the alteration. Attach description to the application.

3. Photograph

Include a recent photograph in which the building is clearly visible. Additional photographs depicting a close up and details of decorative features are helpful.

4. Fee

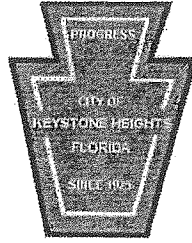
Include a check payable to the City of Keystone Heights-Heritage Commission for \$50. This defrays the cost of the plaque preparation.

Stipulations

1. This application is for recognition of your building. It is not for designation of your property as a landmark. If a plaque is awarded, your property rights, including the right to modify your building, will not be affected.
2. If the building is not awarded a plaque, the application fee of \$50.00 will be refunded.
3. This application and submitted materials shall be retained by the City of Keystone Heights.
4. When awarded, the plaque will remain the property of the City and the plaque may not be altered or removed from the building without the written consent of the City of Keystone Heights.

Applicant's Signature _____ **Date** _____

Rev. July, 2008



Scoring Guidelines for Heritage Commission Plaque Applications

Introduction

The Keystone Heights Heritage Commission plaque program recognizes buildings with both historic and architectural merit. The program is intended to promote preservation and awareness of Keystone's past. The plaque is an acknowledgment of the owner's efforts to research and document the building's history and to maintain these structures as worthy examples of architectural style. The buildings and owners which receive plaques serve as role models for the larger community to emulate. The buildings become "reference books" for use in teaching others about our architectural and cultural heritage.

The following guidelines are used to evaluate whether or not a building merits the special status of being awarded a plaque.

Scoring Guidelines

Scoring guidelines use three indices to assess an application. These are:

1. Architectural Considerations
2. Historical Considerations
3. Maintenance Considerations

Each of these indices has a point scale from 0 to 10.

To receive a plaque, an applicant must score 6 or higher on each of three indices. In addition, the building must have been constructed more than fifty years ago.

Architectural Considerations

10 - A superior example of an established architectural style. The key elements of the style are both present and well executed in the design. There is no, or very little, evidence of architectural details, or other features (such as antennas, mail boxes, storm doors/windows, gutters/down spouts, etc.) that are inconsistent with the style or original appearance of the building. This score

history but may not merit individual attention in an historical account, (e.g., early settlers, small business operators, professionals, community leaders); or, a building which was the site of one or more minor historic events; or, a building that has some notable connection with the city's identity.

6 - A building that is typical of the era in which it was constructed; or, a building that was associated with one family for a long period of time; or, a building that has some association with the city's identity (e.g. in a prominent or landmark location).

4 - A building which contributes only to a small degree to the larger historical context of the area in which it exists.

2 - A building not associated with any of the historical or cultural conditions above; or, while of an age eligible to receive a plaque, exists in isolation from a larger historical context (e.g., an in fill building from an era different than its surrounding structures).

Maintenance Considerations

10 - An exceptionally well maintained building showing virtually no signs of deterioration or in need of immediate maintenance or care. The surrounding landscape is also well maintained and complimentary to the building.

8 - A very well maintained building that may show some minor indications of needing periodic maintenance, such as, touch up paint, small scale tuck pointing, very minor carpentry work, etc. The surrounding landscape is nicely maintained.

6 - An adequately maintained building that may be in need of periodic maintenance such as minor painting, simple carpentry work, or repair/replacement of some secondary features such as gutters, screens, smaller size decorative elements which do not greatly detract from the overall appearance of the building. The surrounding landscape is adequately maintained.

4 - A building noticeably in need of periodic maintenance which may include large areas of faded or peeling paint, worn out stairs, porches, siding or roofs, broken windows or doors, damaged or obviously missing architectural elements, etc. And/or, the surrounding landscape is poorly maintained and is such a condition that it noticeably detracts from the building's appearances.

2 - A building in poor repair. One or more major areas needing immediate attention to prevent further rapid deterioration of the overall structure. And/or, the landscaping is in very poor condition, e.g. debris, overgrown vegetation, dead limbs or plants or large numbers of weeds.