

Instructions for Nomination Form

Cecil County Register of Historic Places

1. **Name of Property:** Enter the historic name or common name for the property. When nominating districts of several parcels, Items 2, 3, and 4 should be tabulated by parcel.
2. **Address of Property:**
 - a. **Individual Structures:** Enter the house number, street name, and village, if applicable. Use the property address, not the mailing address (i.e., not a P.O. Box or Business Address).
 - b. **If the property has no address:** enter as descriptive a location as possible (i.e., “northwest corner of Melbourne Boulevard & St. James Court,” or “500 feet north of Cathedral Street at the end of a gravel driveway whose entrance is on Bow Street”).
 - c. **For districts, sites, or landmarks:** be as precise as possible for the nominated area (i.e., “129-141 E. Main Street” or “Bounded by North Street, High Street, Church Street, and Main Street”
3. **Tax Map & Parcel Numbers:** these may be identified at the State Department of Assessments & Taxation (SDAT) website: <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>

The Tax Map and Parcel Numbers can be found on the SDAT page as shown below.

Account Identifier:	District - 03 Account Number - 123081								
Owner Information									
Owner Name:	BOARD OF COUNTY COMMISSIONERS OF CECIL COUNTY	Use:	EXEMPT COMMERCIAL NO						
Mailing Address:	200 CHESAPEAKE BLVD ELKTON MD 21921-6653	Principal Residence:							
		Deed Reference:	/02423/ 00229						
Location & Structure Information									
Premises Address:	200 CHESAPEAKE BLVD ELKTON 21921-0000	Legal Description:	PARCEL 9-11.300 AC 200 CHESAPEAKE BOULEVARD ELKTON						
Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
033C	24	2480	15080.08	0000			9	2022	Plat Ref: 1108/ 0029

4. **Property Owner(s):** List ALL property owners including spouses (if named separately in the property title) and any owners not residing in Cecil County.
5. **Description of Property Boundaries:**
 - a. Boundaries may be described in terms of:
 - i. Legally recorded lot or parcel lines;
 - ii. Man-made or topographical features such as fence lines, hedgerows, tree lines, roads, rivers, streams, ridge lines, etc.
 - b. Buildings, structures, objects, sites (including archaeological sites) or natural features:
 - i. Boundaries should encompass the historical site and its immediate surroundings.

1. For large rural parcels, the boundaries should include the setting when it conveys its historic significance.
 2. For individual properties on small villages and subdivision lots, the boundaries should be based on legally recorded lot lines.
 - ii. For districts, select boundaries that include the buildings, structures, objects, sites, and natural features that include the properties historic setting.
6. **Map:**
- a. **Individual Properties:** The preferred base map is an 8.5 x 11 photocopy of the appropriate section of the Cecil County tax map with the property boundaries marked. If buildings, structures, or sites are on the property, include an extra copy with a sketch of a rough map illustrating their location(s) on the tax map, labelled with the property name.
 - b. **Districts:** For village districts, a tax map photocopy illustrating the marked parcel outlines labelled with street addresses may be suitable. If this is not legible, a sketch map showing the historic resources in relation to existing natural and man-made features may supplement the tax map.
7. **Photographs:** Color photographs are preferred, although historic photographs showing the historical resource in the past are appreciated. Photographs are very good, and you cannot have too many.
8. **Designation Status:** If you are unsure of the property's status, this information is available through the Cecil County Division of Planning & Zoning. Easement information is part of the legal property information at the Cecil County Circuit Courthouse at 129 East Main Street, Elkton, MD 21921 (or their website at <https://mdlandrec.net/main/>)
9. **Statement of Significance:** Please note all criteria that apply to this application and include supporting information for any checked items in the statement. Give known references and documentation; try to avoid repeating hearsay or unsupported lore where possible. Support may include magazine articles, books, title information, historical maps, tax records, family records, etc. Please include titles, authors, publishing information and locations for the sources when known.
10. **Consenting Owners:** List all owners of record for the properties being nominated, and original signatures of all owners are required.
11. **Nominator identification:** Please identify a contact person for the application reviewers, even when the nominator is an owner.

Complete nominations, including all supporting materials, should be submitted to:

**Division of Planning & Zoning
200 Chesapeake Boulevard
Elkton, MD 21921**

Or

DLUDS@ccgov.org

Questions? Call the Division of Planning & Zoning at (410) 996-5220