



## New Rochelle Heritage Plaque Program Nomination Guidelines

### Guidelines for Nominations

1. Nominations should be printed or typed on the nomination form with photographs and supporting information attached. The property owner's signature must be included. Please submit the application to The Heritage Task Force, Mayor's Office, City Hall, 515 North Ave., New Rochelle, NY 10801, by September 7, 2007. If application assistance is needed, please call Barbara Davis at 632-7878, ext. 34.
2. Properties must be located in the City of New Rochelle; qualify for at least one of the seven categories; and be at least 50 years old. Properties that are already listed on the State or National Registers of Historic Places or are locally designated properties **are not** eligible for this program.
3. Property owners must approve the nomination, but anyone may complete the actual nomination form. This is a recognition program, which will **not** affect the legal status of the recognized property in any way.

### Evaluation:

The selection criteria for the Heritage Plaque Program will include but not be limited to the following:

1. The extent of the property's continuing contribution to historic or cultural heritage of the community;
2. The extent of accepted preservation techniques\* in maintaining the historic form, appearance and materials of a property; and/or. (\* Secretary of Interior Standards: [http://www.cr.nps.gov/local-law/arch\\_stnds\\_0.htm](http://www.cr.nps.gov/local-law/arch_stnds_0.htm))
3. Improvement between "before" and "after" conditions.

## **Judges:**

The Panel of Judges:

- Katie Hite, Executive Director, Westchester County Historical Society
- Nora Lucas, Historic Preservationist
- Jeffery Williams, Historic Preservation Planner for the County of Westchester, President of the Yonkers Historical Society
- Judith Spikes, Village of Larchmont Historian
- Barbara Davis, City of New Rochelle Historian

## **The Plaques:**

The plaque will be of wood, with the face of the plaque being no larger than 14” X 10”, and will be installed either on the structure or will hang from a free-standing post, depending on the site and preference of property-owner. The plaques will of uniform design with the wording “City of New Rochelle, Historic Site”, followed by the name of the site/property and date of construction/founding.

## **Plaques Presentation:**

Award recipients will be notified prior to the issuance of the plaque. All winners will be invited to a reception and awards presentation at City Hall. The City will prepare and distribute publicity materials to local media.

## **Responsibilities of the Award Recipients**

The placement of the plaque will be determined by the City to assure its visibility from the exterior of the structure, and will be determined before the plaque is officially awarded. This plaque will remain the property of the City of New Rochelle and it is intended to remain with the property in perpetuity. If the owner of a property or site to receive a Heritage Plaque is unwilling to accept the conditions regarding the placement of a plaque, the property owner must notify the City prior to the awards’ issuance. The City reserves the right to transfer the Heritage Plaque to a property owner who will comply with all associated conditions.



## New Rochelle Heritage Plaque Program Nomination Form

**Name of Site Being Nominated** (*commonly the name of the owner/owners during the site's historically significant time period/periods*): \_\_\_\_\_

\_\_\_\_\_

**Location:** \_\_\_\_\_

**Category of Nomination** (check applicable categories):

- 18th century structure
- Stellar restoration, residence
- Stellar restoration, adaptive reuse
- Home of nationally prominent individual
- Significant architect or architectural style
- Nonstructural properties
- Public building or landscape

**Nominated by:** \_\_\_\_\_

**Affiliation or Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone: Day:** \_\_\_\_\_ **Evening:** \_\_\_\_\_

**1. Narrative** (No more than 500 words printed or typed on letter size paper)

Briefly explain why this property deserves to be recognized. Provide description and history (as known) of the property and its use. For preservation/restoration and adaptive use categories, describe the project: conditions before and after, time period, and nature of the work.

## **2. Visual Documentation**

Provide at least two overall photos (5" x 7" minimum size) showing two views of the nominated property. Applicants are also encouraged to submit digital images (on CD or disk) of the property showing overall views and representative detail. Photographs and images will become part of the permanent reference files of the City of New Rochelle.

## **3. Additional Information**

If available, provide one copy of historical and /or architectural information, magazine articles, archival photographs, research reports, publications, construction documents and drawings, and/or "before" photographs.

## **4. Application**

Please submit one original and one photocopy of the narrative and photographs, and one original set of images and additional information to The Heritage Task Force, Mayor's Office, City Hall, New Rochelle, NY 10801, by September 7, 2007. If application assistance is needed, please call Barbara Davis, at 632-7878, ext. 34.

## **Property Owner**

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*Name (Please Print)*

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*Signature*