



Nevada City

Application for Historical Building Plaque

317 Broad Street, Nevada City Planning Department (530) 265-2496 ext.130

Email: Amy.Wolfson@NevadaCityCA.gov

Thank you for your interest in installing an historical plaque on your building. After submission of your application, the City Planner will communicate with you about whether your application is considered complete. Applications are reviewed by the Planning Commission who meet on the third Thursday of each month. A completed application must be submitted at least ***four weeks in advance of the next hearing date*** to allow staff time to route and receive comments from the Nevada County Landmarks Commission. Please email your application form, and all checklist items to Amy.Wolfson@NevadaCityCA.gov and place in the subject line "***Historical Plaque Application.***" You can also mail this material on a compact disc or a USB flash drive. Send the application fee by mail or in person at City Hall. Please note that applications may be returned if the submittal material has not been completed to the satisfaction of the City Planner.

Checklist of Submittal Items:

1. Completed Application Form (below)
2. **Architectural description** (*on an attached and titled sheet, provide a succinct paragraph that includes*):
 - *architectural style*
 - *building materials*
 - *number of stories*
 - *distinguishing architectural characteristics and details, such as cornice detail, doorways*
3. **Historical information:** *on an attached and titled sheet, provide a succinct paragraph on the history of the building and enclose relevant materials from these sources (i.e. deed book information, building permits, Sanborn Map documentation, newspaper articles, other publications, etc.)*
4. Attach recent dated color digital images of street view(s) of building; also provide scanned historical photographs if they exist. Historical photographs may be archived with the Searls Historical Library, located at 161 Nevada City Highway, (530)265-5910
5. Rendering of the finished plaque design (if manufacturer provides this, please include their rendering).
 - a. The rendering must indicate plaque material (must be bronze or bronze-like)
 - b. The rendering must include the font style (must be legible and consistent with existing city plaques).
6. Building elevation showing plaque placement

Please Note: If your application for an historic plaque is approved, all financial responsibility for the manufacture and installation of the plaque will be that of the applicant.

HISTORIC PLAQUE APPLICATION FORM

Building Address: _____

Owner's Name(s): _____

Telephone Numbers: (Home) _____ (Office) _____

Owner(s) Address: _____

Email Contact: _____

Plaque Vendor Contact: _____ (Email) _____

Date(s) of Original Construction (and of any additions): _____

Provide the following information about your building:

Is this building considered a contributing building to the Nevada City Historic District's inclusion on the National Register of Historic Places? Y / N

Is this building associated with a notable person or event? If so provide a succinct description of the person or event and their relationship with the building.

Please sign the following statement:

The applicant(s) certifies that the information on this application is true and accurate to the best of his/her knowledge.

Signed: _____

Print Name: _____

(if not the owner, an owner authorization statement must be submitted)

Date: _____