

COMPLETING THE HERITAGE RESOURCE DESIGNATION APPLICATION

Step 1: Request Pre-Designation

Submit a letter to the Heritage Preservation Officer requesting pre-designation or a copy of the first page of the application with the top portion completed.

Step 2: Preliminary Research

Find out as much as you can about the building and its historical occupants, using basic resources such as books, newspapers, vertical files, photos, diaries and interviews. Talk to neighbors, Plano natives, local historians, and the Heritage Preservation Officer.

Resources: *Plano, Texas: The Early Years*, Friends of the Public Library
Plano: An Historic Walking Tour, Nancy McCulloch
Sanborn Fire Insurance Maps, Municipal Reference Library
The Frances Wells Collection of Historic Photos, Harrington Library

Step 3: Deed Research

Visit the County Clerk's office in McKinney. There you can trace ownership of your property back to discover the names of historical owners, even possibly the exact date the building was built. County staff will aid you in getting started and guide you through the process. Start with the current owner. Using indices, you can find the deed transferring the property to the current owner. Sometimes that deed will reference the deed recorded for the previous transaction. At the very least, you will discover the name of the previous owner and can track his/her ownership using the indices as well. Make a copy of Attachment 4 from the application to aid in this process.

Step 4: Expanded Research

Using the same resources used in Step 2, research the names of owners and families found in Step 3. This may further uncover the significance of your property and its historical occupants.

Step 5: Complete the Form

Begin with Attachment 2. Write a complete, yet concise, history of the property and its owners. Start by justifying its significance using the criteria at the top of the page. Specifically cite the applicable criteria and explain how your property fits each. This does not have to be lengthy or scholarly, just complete and ACCURATE. Please cite your sources at the end. Add pages if necessary.

Skip Attachment 3. The Heritage Preservation Officer will complete this section.

