

# Historic Preservation Recognition Program

2020

## **BURLINGTON COUNTY BOARD OF CHOSEN FREEHOLDERS DEPARTMENT OF RESOURCE CONSERVATION, DIVISION OF PARKS HISTORIC PRESERVATION RECOGNITION PROGRAM**

**DEADLINE FOR NOMINATIONS: March 27, 2020**

Historic Preservation is more than just saving individual landmark buildings. It's about revitalizing the nation's business districts and city neighborhoods and protecting irreplaceable historic, natural and scenic landscapes. As the County grows, it is important that we recognize what makes Burlington County special and worth preserving for present and future County residents. This is the time to show how your Burlington County community is working to preserve the unique historic places county residents know and love.

The Burlington County Division of Parks is seeking nominations for the annual countywide Historic Preservation Recognition Program. The program recognizes county residents, organizations and municipalities who have taken steps to preserve valuable historic resources.

Nominations are invited from individuals and organizations. Owners of historic properties may nominate their own historic properties. The Burlington County Historic Preservation Recognition Committee will review nominations and make recommendations for awards to the Board of Chosen Freeholders. This program is administered by Burlington County Division of Parks.

### **GUIDELINES FOR NOMINATIONS**

1. Nominations must be typewritten on a Historic Preservation Recognition Award nomination form. The forms may be duplicated, and digital files of the form are available from the Division of Parks. **Each nomination, along with three copies, should be delivered no later than March 27, 2020 to "Historic Preservation Recognition Program", Division of Parks, P. O. Box 6000, Mount Holly, NJ 08060. Telephone number for questions: (609) 845-3514.**
2. Nominated structures/sites must be in Burlington County and should have historical or architectural significance; however, they do not have to be eligible for the National Register of Historic Places. Buildings/sites should retain architectural integrity from the period or periods of their significance.

3. Nominations are not limited to projects completed in 2019. *Projects completed at any time between January 1, 2015 and December 31, 2019 are eligible for nomination.*
4. Explain why a commendation is in order, giving detailed supporting information. The Division of Parks staff will review the nomination for completeness. Applications lacking sufficient detail may be returned for revision. An extension of 5 calendar days will be given for revision.
5. For categories 1-4, at least two recent color photographs that show the site from different perspectives must be submitted with the application. Digital images in .jpg format (300dpi, min. image print dimension 3"x 5") may be submitted on a CD-R or thumb drive. If appropriate to the nomination, more than two images may be submitted. For categories 5-7, at least one image is required. **Please note: Photographs, CD-R and thumb drives will not be returned.** Other supporting information, such as newspaper articles and brochures may be included. Please read the form carefully for additional requirements.
6. All preservation projects must be complete by the time of nomination.
7. Awards will be made only to projects where proper preservation techniques have been used. *The Secretary of the Interior's Standards for the Treatment of Historic Properties* will be used as a benchmark to establish proper techniques. For more information on the Secretary of Interior's Standards, please visit the National Park Service website: **<https://www.nps.gov/tps/standards>**
8. All nominated buildings, structures, objects and sites must be well maintained.
9. Within the nomination, please include any applicable information about historic preservation tax incentives used in preservation efforts. Please see the National Park Service website for Federal tax credit info: **<https://www.nps.gov/tps/tax-incentives>**. Please include any other nonprofit or government programs supporting the preservation work.
10. Self-nominations are acceptable.
11. One Historic Preservation Award and one Honorable Mention will be given for each category, but awards may not necessarily be given in all categories each year. A maximum of 14 Awards and Honorable Mentions will be given in any year, regardless of the number of qualified nominations. Qualified nominations not receiving an award are welcome to submit nominations in following years, if desired.

## Nomination Categories

**There are seven (7) categories of recognition:**

- A. Preservation or Restoration Project**  
This category recognizes the successful preservation or restoration of a property for its original use, or a museum use. Projects must have been fully completed to be considered and must be well maintained to be nominated. Possible nominations include: house, store, church, town hall, industrial complex, etc.
- B. Continuing Use**  
This category is designed to recognize a local business that has made good maintenance and historically sensitive alterations (if any alterations at all) to its building as an ongoing part of its business practice. Nominated buildings illustrate that historic preservation is good for the individual business owner and good for the economic vitality of its community. These businesses are typically a long-standing, recognizable part of the community main street and help to establish the value of the local business owner in the community. Private homes and churches are not eligible under this category. Possible nominations include: store, diner, barber shop, bank, factory, etc.
- C. Adaptive Use/Rehabilitation**  
*Rehabilitation* is defined as the act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural or architectural values.  
This category recognizes the rehabilitation of a building or complex for a changed use while maintaining the original architectural integrity of the building. Interior changes may be acceptable; the building's exterior should closely resemble its original appearance. Possible nominations include: residence converted to professional offices; factory converted to restaurant, etc.
- D. Public structure/object/site**  
This category recognizes the preservation of a public structure, object, or site to highlight historic preservation efforts of non-building sites. Possible nominations include: bridge, monument, canal, public park or garden, clock, etc.
- E. Preservation Planning/Preservation Education**  
This category is designed to recognize local efforts in the creation of local historic districts, historical surveys, inventories and planning projects affecting cultural resources. This category also recognizes efforts made to further the field and practice of historic preservation in Burlington County. Education awards might recognize grade school or university courses, local government educational programs, non-profit educational programs, and applicable websites, among other possible educational programs.
- F. Archival Records/Documentation**

This category is designed to recognize publicly or privately generated records which have been preserved and made available for public use. The award might recognize a local archival effort, the creation of a Historic Structures Report for a significant local building, or other possible project in historic documentation.

**G. Preservation Leadership**

This category is designed to recognize individuals, groups, organizations and governmental agencies for outstanding leadership which has directly contributed to the preservation of historic buildings, structures and sites within the county.

**NOMINATION FORM**

**HISTORIC PRESERVATION RECOGNITION PROGRAM**

1. Nominee (Please give the name of both building and building owner):

ADDRESS:

PHONE #:

EMAIL ADDRESS:

2. Nominating Party:

NAME:

ADDRESS:

PHONE #:

EMAIL ADDRESS:

3. Category of Nomination:

**QUESTIONS 4-9 FOR CATEGORIES A, B, C & D ONLY**

4. Name of Property:

5. Address of nominated property:

6. Owner of Property:

7. Historic use of Property:

8. Current use of Property:

9. Principal planner/builder/architects for project:

NAME:

PHONE #:

ADDRESS:

Include photographs showing entire exterior (interior if applicable) of the building including "before/after" illustrations for preservation/restoration/adaptive re-use projects. One set of photographs is required and two (2) photocopies.

Explain why a commendation is recommended. Give detailed supporting information using additional pages. Provide a description and brief history of the property and its use or describe contribution of individual or agency. Describe work done, conditions before work began, time period of work and any knowledge of the individuals, organizations, agencies and/or firms involved. Please describe any tax incentive programs or public programs used in the preservation work. There is no need to disclose any financial or private records. Additional information may be attached to this form.

**QUESTIONS 10-12 FOR CATEGORY E ONLY**  
**(Preservation Planning & Education)**

10. Title of Planning/Education Project:

11. Funding Sources/Organization(s):

12. Principle Planner/Educator:

NAME:

PHONE #:

ADDRESS:

Explain why a commendation is recommended. Provide a copy of the survey, district, and other supporting documents. Give detailed supporting information using additional pages. Provide a description and brief history of the project, the issues addressed by it, its area of coverage and its purpose. Describe specific contributions of the individual or agency nominated for an award.

For educational programs, describe program structure, teachers/leaders, scope of study, associated projects and any resulting credit or certification. Attach any printed course projects.

Additional information may be attached.

**QUESTIONS 13-16 FOR CATEGORY D ONLY**  
**(Archival Records/Documentation)**

13. Title of Archival Records/Documentation Project:

14. Type of Archival Activity/Documentation:

15. Funding Source(s):

16. Principal Archivist/Consultant:

NAME:

PHONE #:

ADDRESS:

Explain why a commendation is recommended. Give detailed supporting information using additional pages. Provide a description and brief history of the project and its purpose. Describe specific contributions of the individual or agency nominated for an award. Explain how the project expands public knowledge of the past. Describe work done, conditions before work began, and time period of work. Additional information may be attached.