

## LETTER to APPLICANT

Dear Applicant:

Thank you for inquiring about the process of plaquing a historic site or structure located in McHenry County. It is our hope that the following application form will provide a lasting record of the property, site and structure.

Please complete as many items as possible. Not all questions will be applicable to your particular property. If you are uncertain of the meaning of any of the questions, please refer to the enclosed guide, "The How To's of House History Research" and the reference book list. Contact the museum (815-923-2267 or [info@mchsonline.org](mailto:info@mchsonline.org)) for any further guidance.

Please return the completed application to the Historic Sites Committee. Additionally, please include a current photograph of the site or structure along with documentation of the age of the site or structure to Historic Sites Committee, McHenry County Historical Society, P.O. Box 434, Union, IL 60180.

The application, photograph and documentation will become the property of the McHenry County Historical Society. Upon receipt of the application, the committee will arrange a time to conduct a field investigation of the site. If you wish, you may make a presentation to the committee regarding the historic and/or architectural significance of the property.

Plaquing a historic site or structure is an excellent means of calling attention to the heritage of McHenry County. It is not a legal proceeding, and thus does not interfere with the buying and selling of the property. However, once plaqued, the plaque will remain with and on the structure or site...not with the owner of the property at the time of plaquing.

Plaquing by the McHenry County Historical Society does not make the site eligible for reductions in property taxes. Plaquing also does not require you to open the site or structure to the public. Plaquing does not prohibit the owner from altering the structure or site (i.e., remodeling or additions). However, if the alterations detract from the architectural or historic integrity of the structure or site, and upon review, the Historic Sites Committee determines that the structure or site no longer meets the Minimum Standard for plaquing, you will forfeit your privilege of displaying the plaque on the structure or site. The cost of the plaque is currently approximately \$120 is the responsibility of the property owner.

### **Plaquing criteria for McHenry County Structures or Sites:**

- |      |   |           |
|------|---|-----------|
| I.   | Architectural Significance of a Building  | 20 points |
| II.  | Maintenance of a Building, Outbuildings or Site   | 25 points |
| III. | Historical Significance of a Building or Site   | 20 points |
| IV.  | Conservation of Original Architectural Details, Decorative elements and Character of a Building | 25 points |
| V.   | Age of a Building or Site   | 10 points |

**Definitions:**

1. *Architectural significance:* The building may represent a particular architectural style, construction technique and/or design.
2. *Maintenance of a building or outbuildings:* The overall or general condition of a building or site. Is the building kept painted, tuck pointed, and in good repair? (Building maintenance, however, should not detract from the structure's original appearance and character).
3. *Historical significance of a building or site:* The historic association of a building or site to local, state, and/or national history, county development and settlement patterns as well as associations with county residents.
4. *Conservation of architectural elements:* The preservation of original, distinctive details and characteristics which define the aesthetic and architectural integrity of a building.
5. *Age of a building or site:* The date the structure was built, and the date of any subsequent additions or remodeling. A site must be at least 50 years old to be considered for plaquing. This is the minimum age requirement used by the National Register of Historic Places.

Revised May, 2007

Plaquing Application



**McHenry County Historical Society**

**Historic Sites Committee**

**Application Form for Historical Plaquing Consideration**

**\*Required information**

**All other answers would be beneficial and expedite plaquing consideration.**

**GENERAL INFORMATION**

\*Applicant's name(s): \_\_\_\_\_

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

\_\_\_\_\_ E-mail \_\_\_\_\_

\*Home phone: \_\_\_\_\_ \*Cell Phone \_\_\_\_\_

\*Business phone: \_\_\_\_\_

\*Is the applicant also the owner of the home/building/site? Yes \_\_\_\_ No \_\_\_\_

\*If no, please provide the following information:

\*Owner's name: \_\_\_\_\_

\*Owner's address: \_\_\_\_\_

\*Owner's home phone: \_\_\_\_\_

\*Owner's business phone: \_\_\_\_\_

\*Current owners purchased this property in what year: \_\_\_\_\_

## **HISTORIC STRUCTURE INFORMATION**

\*Have you enclosed early and/or current photographs? Yes \_\_\_\_ No \_\_\_\_

Any drawings or renderings? Yes \_\_\_\_ No \_\_\_\_

\*Address or location of historic structure: \_\_\_\_\_

\_\_\_\_\_

\*Directions (nearest intersection): \_\_\_\_\_

\_\_\_\_\_

Style of house or building

(e.g., Greek Revival, Tudor, Victorian, Italianate, Cottage, Bungalow, etc.)

\*Structure dates back to (year, circa): \_\_\_\_\_ Is this confirmed? \_\_\_\_\_

(Please attach copies of research to application.)

Site, house or structure known as: \_\_\_\_\_

(examples: The Cupola House, Richardson Homestead, etc.)

\*Adjacent land use is presently (check all that apply): residential \_\_\_\_

commercial \_\_\_\_ institutional (school) \_\_\_\_ government property \_\_\_\_

agricultural \_\_\_\_ vacant \_\_\_\_

Other, please describe \_\_\_\_\_

Name of architect, contractor or carpenter, if known:

\_\_\_\_\_

Were there any known local crafts persons involved in the construction?

yes\_\_\_\_\_ no\_\_\_\_\_ Names? \_\_\_\_\_

Original cost of property, construction and/or materials, if known:

\_\_\_\_\_

\*The original function(s) of the site: residence\_\_\_\_\_ barn\_\_\_\_\_ church\_\_\_\_\_

farm\_\_\_\_\_ factory\_\_\_\_\_ shop\_\_\_\_\_ cemetery\_\_\_\_\_ school\_\_\_\_\_

Other:\_\_\_\_\_

\*If it is not, please state the current use of the site: \_\_\_\_\_

\_\_\_\_\_

\*If the consideration of the structure is based on a historic event that took place there, please note it briefly here, then attach copies of research material to the completed application:

\_\_\_\_\_

\_\_\_\_\_

(e.g., historic figure's birthplace, first of kind, property or workplace of local citizen who impacted the community, workshop of inventor, artist's studio, etc.)

**CHRONOLOGY**

\*Names of subsequent owners, past to present:

\_\_\_\_\_ purchased\_\_\_\_\_ sold\_\_\_\_\_

\_\_\_\_\_ purchased\_\_\_\_\_ sold\_\_\_\_\_

\_\_\_\_\_ purchased\_\_\_\_\_ sold\_\_\_\_\_

\_\_\_\_\_ purchased\_\_\_\_\_ sold\_\_\_\_\_

\_\_\_\_\_ purchased\_\_\_\_\_ sold\_\_\_\_\_

(If additional space is needed, please attach a separate sheet, with research on all)

\*Please list and describe additions to original structures(s):

\_\_\_\_\_

date(s) \_\_\_\_\_ architect or contractor \_\_\_\_\_

\_\_\_\_\_

date(s) \_\_\_\_\_ architect or contractor \_\_\_\_\_

\_\_\_\_\_

Do you know of any architectural and/or historical building materials that were lost or disposed of during remodeling or fires, flooding, etc.? \_\_\_\_\_

\_\_\_\_\_

Have any historic restoration measures been taken by past or present owners?

\_\_\_\_\_

## ARCHITECTURE AND CONSTRUCTION

\*Number of original stories (do not include basements or attics): \_\_\_\_\_

\*Is there a basement? \_\_\_\_\_ Is there an attic? \_\_\_\_\_

\*Number of original interior rooms: \_\_\_\_\_

\*Please name them: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Do all of the original rooms still exist? \_\_\_\_\_ If not, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*The original exterior of the structure was: brick \_\_\_\_\_ stone \_\_\_\_\_ logs \_\_\_\_\_

cedar shingles \_\_\_\_\_ wood clapboard \_\_\_\_\_ board and batten \_\_\_\_\_

cement block \_\_\_\_\_ stucco \_\_\_\_\_ other: \_\_\_\_\_

\_\_\_\_\_

Did any of the original exterior materials originate in McHenry County? \_\_\_\_\_

(i.e., Terra Cotta, marked local brick, cut limestone, straight cobblestone rows)

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\*What is the present siding material? original \_\_\_\_\_ asphalt shingles \_\_\_\_\_

replacement wood clapboard \_\_\_\_\_ aluminum siding \_\_\_\_\_

vinyl siding (which size, type) \_\_\_\_\_

Other: \_\_\_\_\_

Describe distinctive or unique construction techniques or characteristics:

\_\_\_\_\_

\_\_\_\_\_

What is the original shape of the roof? flat \_\_\_\_\_ flat with parapet \_\_\_\_\_

gables \_\_\_\_\_ shed (half-gabled) \_\_\_\_\_ side-gabled \_\_\_\_\_ front-gabled \_\_\_\_\_

cross-gabled \_\_\_\_\_ saltbox \_\_\_\_\_ hip-on-gable (Tudor) \_\_\_\_\_ simple \_\_\_\_\_

gambrel (barn-shaped) \_\_\_\_\_ pyramidal \_\_\_\_\_ cross-hipped \_\_\_\_\_

dual-pitched hipped \_\_\_\_\_ mansard \_\_\_\_\_ deck (flat-top hipped) \_\_\_\_\_

gable-on-hip \_\_\_\_\_ other: \_\_\_\_\_

Are there any dormers? \_\_\_\_\_ How many? \_\_\_\_\_ What style?

gabled \_\_\_\_\_ shed \_\_\_\_\_ hipped \_\_\_\_\_ deck \_\_\_\_\_ flat \_\_\_\_\_ eyebrow \_\_\_\_\_

arched \_\_\_\_\_ inset \_\_\_\_\_ other: \_\_\_\_\_

Are the dormers original to the house? \_\_\_\_\_

Has the original roof massing changed? \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Original roof covering material was: wood shingles \_\_\_\_\_ slate \_\_\_\_\_

tin \_\_\_\_\_ tiles \_\_\_\_\_ asphalt shingles \_\_\_\_\_ other \_\_\_\_\_

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\*If original roofing material has been replaced or covered, what is the present

Roofing material? Shingles \_\_\_\_\_ Which type? \_\_\_\_\_

Note any decorative style or shape of roofing materials: \_\_\_\_\_

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\*Did the original structure have one or more porches? (Also include balconies or

Widow's Walks) Please describe: \_\_\_\_\_

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\*Check all that apply to the present condition of the porches:

original \_\_\_\_\_ minor alterations \_\_\_\_\_ historical reproduction \_\_\_\_\_

porch(es) added \_\_\_\_\_ porch(es) enclosed \_\_\_\_\_ porch(es) removed \_\_\_\_\_

not applicable \_\_\_\_\_ other: \_\_\_\_\_

\*How many chimneys are visible on the exterior of the structure?

\*Condition of chimneys: good \_\_\_\_\_ fair \_\_\_\_\_ poor \_\_\_\_\_

\*How many of the existing chimneys are original? \_\_\_\_\_

\*Can the original foundation be seen from the exterior? \_\_\_\_\_

\*Foundation material: stone \_\_\_\_\_ cement blocks \_\_\_\_\_ brick \_\_\_\_\_

poured concrete \_\_\_\_\_ cobblestone in rows \_\_\_\_\_

Other: \_\_\_\_\_

Is the original foundation material coated with another material? \_\_\_\_\_

stucco \_\_\_\_\_ cement \_\_\_\_\_ traced cement \_\_\_\_\_ paint \_\_\_\_\_

exterior sealant \_\_\_\_\_ other: \_\_\_\_\_

Are there any intact original cellar doors? \_\_\_\_\_ Are they used now? \_\_\_\_\_

\*Are there any original doors remaining in the structure? \_\_\_\_\_ All? \_\_\_\_\_

\*Are any of the original doors screened doors? \_\_\_\_\_

Please note any existing original door elements:

panels \_\_\_\_\_

hardware (hinges, knobs, locks & keys, doorbells) \_\_\_\_\_

\_\_\_\_\_

frames, casings \_\_\_\_\_

crown moldings \_\_\_\_\_

pediments \_\_\_\_\_

windows, art glass or inserts \_\_\_\_\_

\_\_\_\_\_

\*How many original doors have been replaced? \_\_\_\_\_

Authentic reproductions (#) \_\_\_\_\_ non-authentic reproductions (#) \_\_\_\_\_

Is there a style or type of original door that is typical in the structure? \_\_\_\_\_

\*Number of panels: 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_ other \_\_\_\_\_

Describe any unique or distinctive qualities of the original doors:

\_\_\_\_\_

\*Have the original doors ever been painted? \_\_\_\_\_ Are they now? \_\_\_\_\_

\*Are there any original windows remaining in the structure? \_\_\_\_\_ All? \_\_\_\_\_

Please note any existing original window elements:

sashes \_\_\_\_\_ sills \_\_\_\_\_ sill casings \_\_\_\_\_ lintels \_\_\_\_\_ hoods \_\_\_\_\_

pediments \_\_\_\_\_ hand-glazed glass \_\_\_\_\_ locks \_\_\_\_\_ weights \_\_\_\_\_

\_\_\_\_\_ cords or chains \_\_\_\_\_ stained or leaded glass \_\_\_\_\_

\*How many original windows have been replaced? \_\_\_\_\_

authentic reproductions \_\_\_\_\_ non-authentic reproductions \_\_\_\_\_

Is there a style or type of original window that is typical to the structure? \_\_\_\_\_

Please describe: \_\_\_\_\_

window types: double-hung \_\_\_\_\_ casement \_\_\_\_\_ fixed \_\_\_\_\_ bay \_\_\_\_\_

jalousie (louvered) \_\_\_\_\_ palladian \_\_\_\_\_ ribbon (3+ in a row) \_\_\_\_\_

transom \_\_\_\_\_ oriole \_\_\_\_\_ other \_\_\_\_\_

Number of lights (panes) on double-hung windows: (e.g., 1 over 1, 2 over 1,

4 over 1, 4 over 4, 6y over 6, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EXTERIOR ORNAMENTAL DETAILS

Check all that apply:

\_\_\_\_\_ arched doorways \_\_\_\_\_ shutters (original)

\_\_\_\_\_ arched windows \_\_\_\_\_ quoins (cornerstones)

\_\_\_\_\_ drip moldings \_\_\_\_\_ friezes

\_\_\_\_\_ patterned brickwork \_\_\_\_\_ vergeboards (in gables)

\_\_\_\_\_ patterned shingling \_\_\_\_\_ exposed rafters or beams

\_\_\_\_\_ curved shingling \_\_\_\_\_ trusses (in gables)

\_\_\_\_\_ brackets \_\_\_\_\_ towers

\_\_\_\_\_ turned porch supports \_\_\_\_\_ cupolas

\_\_\_\_\_ columns \_\_\_\_\_ half-timbering

\_\_\_\_\_ gingerbread \_\_\_\_\_ metal roof cresting

\_\_\_\_\_ turned balustrade \_\_\_\_\_ door surrounds

\_\_\_\_\_ cut-out balustrade \_\_\_\_\_ window surrounds

\_\_\_\_\_ belt course (molding between stories) \_\_\_\_\_ lightning rods

\_\_\_\_\_ false parapet wall or castellations \_\_\_\_\_ weather vanes

Other, please list: \_\_\_\_\_

\_\_\_\_\_

## MECHANICAL AND ELECTRICAL SYSTEMS

\*The structure was originally heated by: fireplaces \_\_\_\_\_ stoves \_\_\_\_\_

coal \_\_\_\_\_ oil \_\_\_\_\_ forced water/steam \_\_\_\_\_ forced air \_\_\_\_\_ gas \_\_\_\_\_

electric \_\_\_\_\_ solar \_\_\_\_\_ other: \_\_\_\_\_

\*The structure is presently heated by \_\_\_\_\_

\*Has air conditioning been added: yes \_\_\_\_\_ no \_\_\_\_\_ If so, when? \_\_\_\_\_

central air \_\_\_\_\_ individual units \_\_\_\_\_

Please describe any other original ventilation mechanism, for example; cupolas, clerestory windows, "shotgun" hallways, transom windows, etc. \_\_\_\_\_

\_\_\_\_\_

\*Was the building originally outfitted for mechanical lighting? yes \_\_\_ no \_\_\_

gas \_\_\_\_\_ electricity \_\_\_\_\_ both \_\_\_\_\_

Is there still evidence of gas lighting? yes \_\_\_\_\_ no \_\_\_\_\_

pipe stubs \_\_\_\_\_ refitted fixtures (from gas to electric) \_\_\_\_\_

Other: \_\_\_\_\_

Is there still evidence of an antiquated electrical system? Yes \_\_\_\_\_ no \_\_\_\_\_

pull chain fixtures \_\_\_\_\_ old push button switches \_\_\_\_\_

winged knob switches \_\_\_\_\_ knob and tube wiring \_\_\_\_\_

cloth covered wiring \_\_\_\_\_ other: \_\_\_\_\_

\*Did the structure originally have indoor plumbing? Yes \_\_\_\_\_ no \_\_\_\_\_

If no, when was it added: \_\_\_\_\_

\*Are there any original plumbing fixtures remaining? yes \_\_\_\_\_ no \_\_\_\_\_

sinks? \_\_\_\_\_ how many? \_\_\_\_\_ what styles? \_\_\_\_\_

toilets? \_\_\_\_\_ how many? \_\_\_\_\_ what styles? \_\_\_\_\_

pull chain style? \_\_\_\_\_ gravity tank? \_\_\_\_\_

bathtubs? \_\_\_\_\_ how many? \_\_\_\_\_ what styles? \_\_\_\_\_

shower stalls or attachments? \_\_\_\_\_ how many? \_\_\_\_\_ styles? \_\_\_\_\_

Other: \_\_\_\_\_

\*Is there evidence of outdated plumbing, heating and electrical systems in the basement? Yes \_\_\_\_\_ no \_\_\_\_\_ Describe \_\_\_\_\_

\*On the exterior of the structure" yes \_\_\_\_\_ no \_\_\_\_\_ Describe: \_\_\_\_\_

(examples: cisterns, coal chutes, stove pipes, etc.)

## INTERIOR ARCHITECTURAL ELEMENTS

Does any original decorative plaster work exists on the ceiling or walls? \_\_\_\_\_

ceiling medallions \_\_\_\_\_ cove moldings (concave) \_\_\_\_\_ friezes \_\_\_\_\_

crown moldings (convex) \_\_\_\_\_ arches \_\_\_\_\_ niches \_\_\_\_\_

Other: \_\_\_\_\_

Are there any pressed tin ceilings in the structure? \_\_\_\_\_ If yes, which room(s)?

If yes, are the ceiling moldings (cove or crown) metal also? \_\_\_\_\_

Is the interior woodwork original? \_\_\_\_\_ all \_\_\_\_\_ dome \_\_\_\_\_ none \_\_\_\_\_

What type of wood has the woodwork been constructed from? (check all that

apply): oak \_\_\_\_\_ pine \_\_\_\_\_ maple \_\_\_\_\_ ash \_\_\_\_\_ fir \_\_\_\_\_

mahogany\_\_\_\_ cherry\_\_\_\_ walnut\_\_\_\_ other\_\_\_\_\_

Note any distinctiveness about the wood (quarter sawn, knotty, bird's eye, etc.)

\_\_\_\_\_

Has any of the interior woodwork been painted?\_\_\_\_\_

Was it a painted finish originally?\_\_\_\_ Is there any faux graining?\_\_\_\_\_

Has the woodwork ever been stripped and refinished?\_\_\_\_ when?\_\_\_\_\_

Original interior woodwork elements present in the structure at this time:

Please check all that apply:

\_\_\_\_cove moldings \_\_\_\_crown moldings

\_\_\_\_open staircase \_\_\_\_picture rails

\_\_\_\_chair rails \_\_\_\_base moldings

\_\_\_\_window crowns \_\_\_\_door crowns

\_\_\_\_window moldings \_\_\_\_door moldings

\_\_\_\_exposed beams \_\_\_\_interior columns

Built-ins:

\_\_\_\_wardrobes \_\_\_\_cabinets

\_\_\_\_bookcases \_\_\_\_benches

Other, please describe:\_\_\_\_\_

\_\_\_\_\_

Is there a particular style or pattern embossed or carved into the woodwork?

\_\_\_\_\_

Has any of the original woodwork been replaced? Yes\_\_\_\_ no\_\_\_\_

If so, how? Reproduction to match\_\_\_\_ salvage\_\_\_\_

Other:\_\_\_\_\_

Are there any original fireplace mantels in the structure? Yes\_\_\_\_ no\_\_\_\_

wood\_\_\_\_ marble\_\_\_\_ tiled\_\_\_\_ brick\_\_\_\_ stone\_\_\_\_

stucco\_\_\_\_ beam\_\_\_\_ other:\_\_\_\_\_

Please describe mantel(s)\_\_\_\_\_

Have any mantels been replaced? Yes\_\_\_\_ no\_\_\_\_ Describe:\_\_\_\_\_

\_\_\_\_\_

Are there any fireplaces that have been covered over? Yes\_\_\_\_ no\_\_\_\_

In which rooms?\_\_\_\_\_

Which types of original flooring were in the structure? plank width?\_\_\_\_\_

parquet\_\_\_\_ inlay\_\_\_\_ tile\_\_\_\_ marble\_\_\_\_

asphalt tiles\_\_\_\_ linoleum\_\_\_\_ other:\_\_\_\_\_

Describe any inlaid floor patterns:\_\_\_\_\_

If original flooring has been replaced, what type of material was used?

Please check any of the following elements that are or were a part

of the structure:

\_\_\_\_dumb waiter \_\_\_\_laundry chutes

\_\_\_\_speaking tubes \_\_\_\_ice delivery chute

\_\_\_\_butter & egg box \_\_\_\_coal or oil receptacles

Other, please describe:\_\_\_\_\_

## LANDSCAPING

Are there any known original plantings on the property? yes\_\_\_\_ no\_\_\_\_

Describe plantings:\_\_\_\_\_

\_\_\_\_\_

Are there any deliberate plantings on the property? (i.e., windbreaks, farming,

Subsistence gardens, formal gardens, Indian trail trees, etc.)

Are there any other landscaping features? Such as:

trellises \_\_\_\_\_ window boxes \_\_\_\_\_ garden paths \_\_\_\_\_ statuary \_\_\_\_\_

Other: \_\_\_\_\_

## OUTBUILDINGS

\*How many outbuildings stand on the property at this time? \_\_\_\_\_

barns \_\_\_\_\_ sheds \_\_\_\_\_ garages \_\_\_\_\_ silos \_\_\_\_\_ gazebos \_\_\_\_\_

playhouses \_\_\_\_\_ outhouses \_\_\_\_\_ other \_\_\_\_\_

\_\_\_\_\_

Describe any outbuildings that were on the property, but no longer exist:

\_\_\_\_\_

\_\_\_\_\_

## NOTES OF INTEREST

\*The Historic Sites Committee is interested in knowing your reasons for seeking a plaque.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there any folklore associated with this structure that cannot be substantiated?

Please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ATTACHMENTS

Please attach copies of your research, including:

Survey(s)

Legal description

Chain of title

Photographs

*Again, if you have any questions, please contact the museum at 815-923-2267 or [info@mchsonline.org](mailto:info@mchsonline.org) for further clarification or help in completing the application..*

Revised January 2012