



Clay County Historic Preservation Board

District 1: Julia C. Cramer
District 2: Vacant
District 3: Cindy Cheatwood
District 4: Dale Traylor
District 5: Gayward Hendry

At-Large Members:
Rev. William Randall
Cynthia Stone
Don Christofoli
Pat Mueller
Kevin Hooper
Jennifer Parker

Contact:
Clay County Planning & Zoning Division
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Green Cove Springs, FL 32043
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Petition for Designation as a Historic Site

Petition Number

Date of Application

Applicant/Ownership Information

Owner

Address

Phone

Owner's Authorized Representative*

Address

Email

Phone

* A signed letter of consent from the owner is required.

Location of Property

Address

Parcel Number

Size of Property

Acres

Required Attachments:

1. The historical, cultural, architectural, and archaeological significance of the property or properties recommended for designation;
2. An identification of all structures within a proposed district, classifying them as contributing or non-contributing, with an explanation of the criteria used in developing the classification;
3. A written description of the boundaries of the site, structure, district, or archaeological zone recommended for designation, an explanation of the reasons for those boundaries, and a map illustrating the boundaries. A map illustrating a historic district shall show contributing and non-contributing properties;
4. Photographic documentation of individual sites and structures recommended for designation;
5. A list of properties identifying parcel number(s) and owner(s) of record.