

Loudoun Preservation Society  
P.O. Box 351  
Leesburg, Virginia 20178

APPLICATION FOR HISTORIC STRUCTURE PLAQUE

WITHIN THE TOWN OF LEESBURG

Applicant:

FOR OFFICE USE ONLY:

\_\_\_\_\_  
Name

Application:

\_\_\_\_\_  
Address

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Phone                      Cell Phone

Please provide the following information on the structure for which you are seeking the historic plaque. Please print neatly or type.

\_\_\_\_\_  
Name of Building (if applicable)

\_\_\_\_\_  
Address

\_\_\_\_\_

Current owner of the property:

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Name

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Address

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Telephone

Current building use:

\_\_\_\_\_ Residential

\_\_\_\_\_ Commercial

**Basis for Application:**

There are two categories under which you may apply for a historic plaque for a building. Please indicate below which of the two categories best suits the structure:

- A \_\_\_\_\_ Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values; or
  
- B \_\_\_\_\_ Associated with a specific historic event or the life of a person significant in our past.

In addition to these two categories, a building must possess integrity as determined by the Loudoun Preservation Society. Integrity is defined as the authenticity of a building's historic identity, evidenced by the survival of physical characteristics that existed during the building's historic period.

Construction of the primary portion(s) of the building:

	Year	Materials	Architectural Style
Primary portion	_____	_____	_____
Additions	_____	_____	_____
	_____	_____	_____

Enclose at least two photographs of the building taken within the last year, which show the basic architectural style of the primary portion of the building and any additions. These photographs will be retained by the Loudoun Preservation Society.

Attach any and all documentation, which attests to the age and/or historic significance of the building. We suggest items such as the town records from the John Lewis Historic Survey of Leesburg; copies of deeds or other records of sale; old newspaper articles and/or photographs to document significant events.

On a separate page(s), you may provide a narrative of any significant features of the building or events that have occurred in the building which you believe deserve special recognition.

Sign this application, enclose your non-refundable \$100 application fee with the required photographs of the building, and mail to:

Loudoun Preservation Society  
Attn: Historic Plaque Committee  
P.O. Box 351  
Leesburg, Virginia 20179

You will be notified when your application is approved or disapproved. If approved, please remit the \$400 balance of the plaque fee upon notification of approval.

By signing this application, the applicant agrees to the following terms:

Applicant agrees to mount the historic plaque on the exterior of the building cited in this application at a location to be determined by the Loudoun Preservation Society;

Applicant agrees that the plaque will remain on the building in the event of the sale or transfer of the property to another owner; and

Applicant agrees that the Loudoun Preservation Society retains the right to remove the plaque if the structure is changed so as to lose the architectural integrity of the structure or if the significance of the building is otherwise displaced.

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Signature of owner/agent

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Date