



PLANNING DEPARTMENT

HISTORIC NEIGHBORHOOD IMPROVEMENT ZONE  
TAX EXEMPTION PROGRAM  
APPLICATION FOR LETTER OF ELIGIBILITY

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED  
PLEASE REFER TO THE "LIST OF REQUIRED ATTACHMENTS"

By signing this Application for a Letter of Eligibility for the Historic Neighborhood Improvement Zone (HNIZ) Tax Exemption Program, the applicant affirms:

1. All submitted information for this application represents an accurate description of the proposed work.
2. Filing an application does not guarantee approval of a Letter of Eligibility.
3. It is understood that approval of this application by the Historic Preservation Officer in no way constitutes approval of a building permit or other required City permit approvals.
4. The applicant certifies that the project described in this application will be constructed in exact

ADDRESS OF PROPERTY: 309 N. Benge Street, McKinney, TX 75069

OWNER: Diane Craig

Name (Print): \_\_\_\_\_

Mailing Address: 309 N. Benge Street

City, State, & Zip: McKinney, TX 75069

Phone: 972-333-0091

Fax: \_\_\_\_\_

E-mail: craigdiane120@hotmail.com

OWNER SIGNATURE: X *Diane Craig*

REQUIRED ATTACHMENTS:

Photographs of all 4 elevations       Historical Marker Application (Level 1 Exemption only)

Letter outlining proposed work

\* Please note a Certificate of Appropriateness may be required for any proposed work\*

TAX EXEMPTION LEVEL REQUESTED:

Level 1       Level 2       Level 3



# City of McKinney Historic Building Marker Application

Submit the completed application to the following address:  
City of McKinney, Planning Department  
221 N. Tennessee Street, McKinney, TX 75069

## I. Applicant Information

Date of Submittal Mar. 9, 2020

Name of Applicant Diane Craig  
Address 309 N. Benge Street, McKinney, TX 75069

Telephone ( 972 ) 333-0091  
E-mail Address craigdiane120@hotmail.com

## II. Owner Information (If different from Applicant)

Name of Owner - same -  
Address \_\_\_\_\_

Telephone ( )  
E-mail Address \_\_\_\_\_

## III. General Building Information

Name of Building W.S. Metz House  
Address of Building 309 N. Benge Street, McKinney, TX 75069

Date of Construction Known 1908 or Circa  
(If not known provide approximate date Circa )

Architect/Designer unknown  
Builder/Contractor unknown  
Architectural Period/Style Queen Anne Style (late)

Legal Property Description of Current Location (Lot and Block Numbers)

McKinney Original Donation, Blk 49, Lot 205a & 221a

Does the building remain on its original site?

- Yes  
 No (specify original location) \_\_\_\_\_

Indicate the original and adapted uses of the building.

Original Uses		Adapted Uses	
<input type="checkbox"/>	Agriculture _____	<input type="checkbox"/>	Agriculture _____
<input type="checkbox"/>	Commerce _____	<input type="checkbox"/>	Commerce _____
<input type="checkbox"/>	Education _____	<input type="checkbox"/>	Education _____
<input type="checkbox"/>	Government _____	<input type="checkbox"/>	Government _____
<input type="checkbox"/>	Healthcare _____	<input type="checkbox"/>	Healthcare _____
<input type="checkbox"/>	Industrial _____	<input type="checkbox"/>	Industrial _____
<input type="checkbox"/>	Recreation _____	<input type="checkbox"/>	Recreation _____
<input type="checkbox"/>	Religious _____	<input type="checkbox"/>	Religious _____
<input checked="" type="checkbox"/>	Residential _____	<input checked="" type="checkbox"/>	Residential _____
<input type="checkbox"/>	Social _____	<input type="checkbox"/>	Social _____
<input type="checkbox"/>	Transportation _____	<input type="checkbox"/>	Transportation _____

**IV. Architectural Description**

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**A. Physical Characteristics**

	Original	Current
Number of stories	<u>2</u>	<u>2</u>
Orientation	<u>East</u>	<u>East</u>
Floor Plan		
Open plan	<input type="checkbox"/>	<input type="checkbox"/>
L-plan	<input type="checkbox"/>	<input type="checkbox"/>
Modified L-plan	<input type="checkbox"/>	<input type="checkbox"/>
Center passage plan	<input type="checkbox"/>	<input type="checkbox"/>
2-room plan	<input type="checkbox"/>	<input type="checkbox"/>
T-plan	<input type="checkbox"/>	<input type="checkbox"/>
Shotgun plan	<input type="checkbox"/>	<input type="checkbox"/>
Asymmetrical plan	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input checked="" type="checkbox"/> modified symmetrical	<input checked="" type="checkbox"/> modified symmetrical
Roof Type		
Gable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hipped	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flat with parapet	<input type="checkbox"/>	<input type="checkbox"/>
Gambrel	<input type="checkbox"/>	<input type="checkbox"/>
Mansard	<input type="checkbox"/>	<input type="checkbox"/>
Shed	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**B. Materials** (Please check all that apply)

	Original	Current
<b>Construction</b>		
Frame	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Solid Brick	<input type="checkbox"/>	<input type="checkbox"/>
Solid Stone	<input type="checkbox"/>	<input type="checkbox"/>
Concrete	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<b>Foundation</b>		
Pier and Beam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stone	<input type="checkbox"/>	<input type="checkbox"/>
Brick	<input type="checkbox"/>	<input type="checkbox"/>
Concrete	<input type="checkbox"/>	<input type="checkbox"/>
Concrete Masonry Units	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<b>Exterior Wall Surface</b>		
Siding (specify type)	<input checked="" type="checkbox"/> wood	<input checked="" type="checkbox"/> wood
Stucco	<input type="checkbox"/>	<input type="checkbox"/>
Stone	<input type="checkbox"/>	<input type="checkbox"/>
Brick	<input type="checkbox"/>	<input type="checkbox"/>
Wood Shingle	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<b>Windows</b>		
Wood Sash	<input type="checkbox"/>	<input type="checkbox"/>
Aluminum Sash	<input type="checkbox"/>	<input type="checkbox"/>
Single-hung	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Double-hung	<input type="checkbox"/>	<input type="checkbox"/>
Casement	<input type="checkbox"/>	<input type="checkbox"/>
Fixed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Awning	<input type="checkbox"/>	<input type="checkbox"/>
Hopper	<input type="checkbox"/>	<input type="checkbox"/>
Sliding	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<b>Roof Materials</b>		
Shingles (specify type)	<input type="checkbox"/> _____	<input checked="" type="checkbox"/> composition
Tile (specify type)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Slate	<input type="checkbox"/>	<input type="checkbox"/>
Metal (specify type)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Other	<input checked="" type="checkbox"/> _____	<input type="checkbox"/> _____
<b>Primary Exterior Color</b>	white	white
<b>Secondary (Trim) Color</b>	white	white

## **1. Supporting Documentation**

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Please attach the following information. All written documentation should be double spaced, 12 point-font, justified.

### **A. Alterations**

List any known changes or modifications made to the property throughout its history.

### **B. Historical Figures/ Historical Information about individuals who are associated with the property.**

List any historical figures associated with the property. Provide names and occupations.

### **C. Property Ownership**

Legal description of property with a location map as well as a list all known owners of the property. Include original owner and subsequent owners.

### **D. Tenant History**

List all known tenants of the property throughout its history.

### **E. Narrative History**

Attach a narrative explanation of the chronological and historical development of the property. (See attached example.) The above information should be included as part of your narrative.

### **F. Drawings**

- Provide a sketch of the current site plan. Include the proposed location of the historic plaque.
- Provide a sketch map indicating the nominated property and any related sites.
- Copies of Sanborn Maps™ showing the house's relationship to other homes and the footprint of the house

### **G. Photographs**

Historic

- Provide at least one historic photograph of the property.

Current

- Provide at least one current photograph of the property illustrating in its surrounding context. For example, photograph the streetscape in which the building is included.
- Provide at least one photograph of each side of the building.

### **H. Additional Information**

Provide any additional information that supports the application. This may include copies of architectural drawings, letters, oral histories, newspaper/magazine articles, etc.

### **I. References**

Attach a list of the books, articles, Sanborn Maps™, newspapers, and other sources used in preparing this form. (See a list of possible references after the signature page.)

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The Historic Preservation Advisory Board requests that all plaques be mounted on the front façade of the approved building within thirty (30) days of receipt.

Permission of owner for plaque placement

X *Diane Craig*  
Applicant Signature

X *Diane Craig*  
Owner Signature