NOMINATION TO THE LAWRENCE REGISTER OF HISTORIC PLACES CHECKLIST

Application materials must be submitted electronically via the Citizen Self-Service Portal. If you are unable to provide the materials online, please contact the Planning Office at 785-832-7700.

- Complete Application (must be submitted electronically via the Citizen Self-Service Portal.)
- Certified property owner list from the Douglas County Clerk’s office for properties within 250’ of the nominated property.
- At least one photograph of each elevation of the structure(s) and streetscape views.
- Legal description of nominated property.
- If the property is listed on the State and/or National Registers of Historic Places, copies of the applications for nomination and pertinent resources materials.
- Any additional documentation you believe is relevant to this nomination which you would like considered in the review process.
- The fee for application processing is $10.00 for landmark nominations and $50.00 for district nominations.

Research Resources

- Lawrence Public Library (707 Vermont Street, Lawrence)  
  http://www.lawrence.lib.ks.us/research-resources/genealogy-and-local-history/
- Watkins Museum of History (1047 Massachusetts Street, Lawrence)  
  http://www.watkinsmuseum.org/index.php
- Kenneth Spencer Research Library at the University of Kansas (1450 Poplar Lane, Lawrence)  
  https://spencer.lib.ku.edu/
- Kansas State Historical Society (6425 SW 6th Ave., Topeka, Kansas)  
  http://www.kshs.org/
- City of Lawrence Interactive map  
  http://gis.lawrenceks.org/flexviewers/lawrence/

PLEASE BE ADVISED: This application will not be scheduled for a Public hearing until the Historic Resources Administrator has determined that the application has been completed. (City Code 22-105(Y))