



Collin County Historical Commission
2300 Bloomdale Road, Suite 4192
McKinney, TX 75071

Collin County

Historic Property Tax Abatement Guidelines

Application for County Historic Landmark status

2017

**Application must be received by February 5 at the latest
Taxabatement@verizon.net**



Collin County Historical Commission

Historic Asset Survey Project - Introduction

Collin County has initiated a project to locate and catalog any and all historic sites in the county. The survey is being conducted using the criteria of the National Registry of Historic Places and Collin County will be the only county to undertake such a project on a county-wide basis. By making historic information available on the Web, residents, newcomers, corporate relocators and others will have a better appreciation of our history and growth.

Data for the historic sites will be collected by volunteers and made available on the County's web site under the Collin County Historical Commission's section. Locations will be entered on the county's GIS Interactive Map section of the web site, superimposed on aerial mapping visuals to provide the location of each site. By clicking on the site a visitor will get a specific location by address, GPS or UTM (Universal Transverse Mercator) coordinates and an actual view of the site. Many of the sites will also make available links to additional narrative data on the sites.

Potential sites will include cemeteries, buildings, event locations, and other historically significant locations. To assure the widest possible inclusion of sites contacts are being established with community leaders to assist in finding individuals who have an interest in local history and would be interested in volunteering to collect information on these sites.

To help complete this survey recommendations are requested from County Commissioners, City Councils, School Districts, Libraries, Chambers of Commerce, Historical Associations, Genealogical societies, Civic organizations, publications and others who can provide more information on sites to be included.

Please take a few minutes to make a list of those you think would be a good source of information for this important survey and forward those names to us by e-mail at:

Loydell Seward – Historic Assets Survey Project – Chairman
historicassets@aol.com – Phone – 972-784-6266

Joy Gough - Historic Property Tax Abatement - Chairman
taxabatment@verizon.net

We appreciate your help.

Collin County Historical Commission,
Paula Ross, Chairman



Collin County Historic Property Tax Abatement 2017

The Collin County Commissioners' Court charged the Collin County Historical Commission with overseeing the County Historic Property Tax Abatement program in 2010 and 2014.

Property Qualifications:

In order to qualify for Collin County Historic Property Tax Abatement, a historic structure must have been awarded at least one of the following designations:

- A. National Register of Historic Places awarded by the National Park Service or
- B. Recorded Texas Historic Landmark awarded by the Texas Historical Commission, or
- C. County Historic Landmark awarded by the Collin County Historical Commission.

The qualifications for County Historic Landmark Status and Historic Property Tax Abatement are as follows:

- The structure must be at least 50 years old or
- The structure is associated with persons or groups who were significant in the county's past, or
- The structure embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master architect and/or craftsman, or possesses exceptional artistic value.

Any exterior structural changes or additions must be at least 50 years old.

All structures must be well maintained. No peeling paint. No rotting wood or missing shingles. Repairs should be in accordance with the historical integrity of the structure. No vinyl siding or aluminum windows, etc.

Submitting an application for County Historic Landmark status does not automatically qualify a property for Historic Property Tax Abatement. The Collin County Historical Commission will determine if the property fulfills all the necessary requirements.

The Historic Property Tax Abatement program is a subcategory of the Historic Assets Survey of the Collin County Historical Commission. A property that is approved for County Historic Landmark status will be recorded on the Collin County Historic Assets Survey map at <http://maps.collincountytx.gov/historical.html>



Historic Property Tax Abatement Application Instructions

Application for County Historic Landmark and Historic Property Tax Abatement Check List

1. Data Entry template - Available at: taxabatment@verizon.net
2. Narrative – use Microsoft Word, no pdfs, please
3. Photos, historic and current
4. Bibliography of source information
5. Name of the person (volunteer) submitting the application on both the application and the narrative
6. Applications received by December 25 will be processed the current year. Later applications will be processed the following year.
7. No genealogy of living people.

The application for Historic Property Tax Abatement requires two documents:

1. a completed Data Entry Template and
2. a narrative history of the property.

INSTRUCTIONS FOR COMPLETING THE HISTORIC PROPERTY DATA ENTRY TEMPLATE

For a copy of the Data Entry Template, go to taxabatment@verizon.net

Data Entry Template

This template must be used for the application.

SITE NAME :

Name: Enter the most identifiable name of a property. This is the name that will be used on the interactive county map. The same name must be used for the title of the narrative and on the data entry template.. In urban areas the city name and the street address may be used, i.e.: Wylie Ballard Street 310.

Common Name: Enter other names that have been used for the property, Smith Drugs.

Web link - If the site has its own website, provide the web address here.

LOCATION – ADDRESS

Street Address: Put the street and number here, such as Main Street 506

City: City or Town name if it is in one. If not, leave blank

Zip code: 5-digit zip code

State: All sites are in Texas..

(GPS or UTM): (Required) The Global Positioning System coordinates can be found on the Interactive map using these instructions:

- Access the county historical interactive map at: <http://gismaps.collincountytx.gov/historical.html>
- GPS can be obtained by putting cursor on green icon above map that contains the letters “xy” and clicking once. Drag cursor to site of location to be entered. Click again and coordinates will appear. (example: Lat:33°1'20” Lon:96°42'9”)

INSTRUCTIONS FOR COMPLETING THE DATA ENTRY TEMPLATE
Contd

DATE

- **Current date-** This is the date the application is prepared.
- **Historic date-** Fill in the date of significance of the historic site. This is usually the date of origin, such as when a building was constructed.

CLASSIFICATION/CATEGORY/TYPE/SUB TYPE:

Classification - This field defines the original ownership, not the current ownership of the asset. Select from:

- Private
- Public-Local
- Public-State
- Public-Federal

Category: For tax purposes, it must be:

- Building

Type: Select from: **(For tax purposes)**

- Domestic
- Commercial/Trade

SUB-TYPE - Use these choices only.

Domestic (or residential)

Single dwelling

Multi-family (including duplex)

Commercial

Business

Professional

Financial institution

Specialty store

Department store

Restaurant

Warehouse

STATUS - Identify as "County Landmark" (for tax purposes)

GENERAL DESCRIPTION: Leave blank.

BIBLIOGRAPHY: List sources of information on site. List your name as contributor.

INDEX NO. Leave blank

SITE No. Leave blank.

NARRATIVE – Historic Property Tax Abatement applications are required to have a narrative.

INSTRUCTIONS FOR PREPARING THE NARRATIVE FOR HISTORIC PROPERTY TAX ABATEMENT

PREPARING THE NARRATIVE

The narrative is the history of the property seeking Historic Property Tax Abatement.

- The narrative should be written as a Word document, Times Roman font, size 12.
- A narrative can be as detailed as needed (ideally 2-3 pages, but more if needed).
- Include significant historical information about the property, its builders and original owners.
- Include information of early families that owned or resided at the property.
- Include a bibliography of sources. Sources may include written material or oral interviews.
- Include photos of the historic building, both historic and current. The photos can be included in the narrative or submitted separately.
- The narrative should end with the preparer's name. "Submitted by Jane Doe."
- No pdfs.

SUPPLEMENTAL INFORMATION

The completed application will be submitted electronically in two or more parts: Both the narrative and photos will be submitted separately from the data entry template

- Submit to taxabatement@verizon.net as e-mail attachments.
- The file names for the data entry template and the narrative should be the same as the name of the property: "Brown House."
- For the Data Entry Template, the file name ends in site.doc: "Brown House site.doc"
- For the narrative the file name ends in text.doc: "Brown House text.doc"
- All photos are in jpg format: Photos sent separately would need an explanation, such as Brown house 1912. The file names for the photos would be the same as for the other documents ending with jpg. "Brown House photo1.jpg"

Submit the data entry template and the narrative with photos to taxabatement@verizon.net or Collin County Historical Commission, 2300 Bloomdale Road, Suite 4192, McKinney, TX 75071.

IMPORTANT

Submitting an application does not automatically qualify a property for Historic Property Tax Abatement. The Collin County Historical Commission will determine if the property fulfills the necessary requirements.

Properties that are deemed eligible for Collin County Historic Property Tax Abatement must be well maintained. Inspections will be conducted annually. **Tax abatement may be denied for a year if the property has maintenance issues at the time of inspection.** It can be restored when an inspection determines that the maintenance issues have been corrected.

The submitted documents and data will be formatted by the Collin County Historical Commission and will be placed on the county interactive map found at <http://maps.collincountytx.gov/historical.html>

County Historic Landmark status stays with the property when the property is sold.

As of 2016 annual historic property tax abatement forms will be required by the county tax office. If you have not received a form from them by January 15, contact the county tax office.. Revised June 2017

Sample

Collin County Historical Commission Historic Asset Survey Data Entry Template

Site Name: _____ Sample House _____

Common Name: _____ John Sample House _____

Web Link: _____

Location Address: _____ 314 Main Street, McKinney, TX _____ Street or rural address;

_____ 33.0000000 _____ 96.000000 _____

GPS; UTM; Longitude, Latitude if known]

Date-Current: _____ today's date _____ **Historic Date:** _____ date house was built _____

Classification: _____ Private _____

Category: _____ building _____

Type: _____ domestic _____ **Sub Type:** _____ single dwelling _____

Status: _____ county landmark _____

General Description: _____ leave blank _____

Bibliography: _____ (include in narrative) _____

Index Number: _____ leave blank _____ **Site Number:** NA

Volunteer Name: _____ John Doe _____

Sample narrative

Dr. John Sample House

Born in Sample Station, Alabama in 1850, Dr. Sample joined the Confederate Army at the very young age of 15, just as the war was winding down. Shortly after being discharged, he attended Oxford University in Mississippi and then dentistry school in Baltimore, Maryland, where he learned the profession he would practice for the rest of his life.

Around 1875 Dr. Sample married Ms. Betty Jones of Opalika, Alabama and in 1894 their only child was born, Mary Sample. It was at this same time the family moved to Paris, Texas, then to Plano before eventually settling in McKinney around 1900.

The Sample's first residence in McKinney was at 21 W. Brown Street as noted in the 1902 phonebook. By 1909 they had moved to 405 Brown Street, which is at the corner of Brown Street and Green Street. By 1917, after purchasing the property at 306 W. Brown Street (which is at the corner of Green Street and Brown) Street, the Samples razed the existing building and constructed the residence that stands there today.

Dr. Sample first set up his dentistry practice at 1-2 E Carolina Street, which is most likely where the old Movie theatre used to be. Sometime prior to 1909 Dr. Sample moved his practice to 1-2 N. Main Street before eventually moving to the Foote Building sometime before 1917. It was here that his dentist office stayed until his retirement and death some 10 years later.

Dr. Sample was a member of the Masons in McKinney, and was closely associated with many prominent members of the community. As a testament to this, at his funeral he had among his pallbearers the editor of the newspaper, F.C. Henry, Will Jones, Jeff Wilson (Wilson St.) and Fred Woods (Woods St.) all long standing citizens and prominent families of McKinney in the early days.

314 Main Street

The house itself is a modest two-story residence. Built at the top of a hill, it would have been notable at the time for its south facing second-story balcony, which has since been enclosed. The balcony affords the homeowner a towering view of the southeast part of McKinney. The Green Street and Main Street intersection where the house resides is but one short block over from Virginia Street and 2 blocks up from the courthouse. Living here, even by 1917 standards, would have meant you were a person of some standing.

The interior of the house is characteristic of the period, with a large, still functioning pocket door separating the dining room from the front parlor. The downstairs sitting room has the original fireplace and mantel, and as best we can tell, the original hand-painted decoration surrounding it. All the doors downstairs, and most upstairs, retain the original hardware. Many of the doors throughout the house have ornate 5 panel in-lay carvings, features many antique collectors would love to get their hands on.

All the original flooring remains, including several varieties of red oak and cedar. The claw foot tub upstairs is period, but it's unknown whether it's original to the house or not. There is a small

detached wooden shed in the back, which we know from the Sanborn Maps was added sometime after 1952.

Submitted by John Doe

Source/Bibliography: Historical Marker Application, deed records, newspapers, obituaries, personal interviews

Photos past and present



Collin County Tax Abatement Certification

The Collin County Historic Properties Tax Abatement/Exemption Ordinance (Court order 85-097-2-14 amended by 88-576-06-27, amended 92-158-02-10, and further amended by Court order 2012-915-12-10) is adopted to allow for an exemption from payment of Collin County property taxes to provide incentive for the restoration and preservation of historic landmarks and structures. The Commissioners' Court charged the Collin County Historical Commission with overseeing the Tax Abatement program for the county.

