



Historic Alexandria Foundation

218 North Lee St., Suite 310, Alexandria, Virginia 22314 (703) 549-5811

Email: info@historicalalexandriafoundation.org

Application for Historic Alexandria Foundation Building Survey Plaque

Building Address: _____

Owner's Name(s): _____

Telephone Numbers: (Home) _____ (Office) _____

Owner(s) Address: _____

Email Contact: _____

Date(s) of Original Construction (and of any additions):

Provide the following information about your building:

- **Architectural description** *(on an attached and titled sheet, provide a succinct paragraph that includes):*
 - < *architectural style*
 - < *building materials*
 - < *number of stories*
 - < *distinguishing architectural characteristics and details, such as cornice detail, doorways*

- **Historical information** *(on an attached and titled sheet, provide a succinct paragraph on the history of the building using the research sources listed below, and enclose relevant materials from these sources):*
 - < Deed book information (attach chain of title)
 - < Will books
 - < Tax records
 - < City permits - e.g., water permits/building permits
 - < City Directory information
 - < Sanborn Map documentation

- *Attach recent dated color digital images [jpegs] of frontal view of building; also provide scanned historical photographs if they exist. Please review carefully the sample, successful application for a plaque. Do not submit a complete house history, but back up your narrative with references to research materials which are available at the following locations:*

[Local History/Special Collections, Queen Street Library](#)
[Alexandria Archaeology, 3rd Floor Torpedo Factory Art Center](#)
[City of Alexandria Archives and Records Center](#)

Application Process:

After submission of your application, the HAF staff will communicate with you about whether your application is considered complete, and will give you an approximate idea of the timing of the application process. Applications are reviewed by the committee on a quarterly basis. If a plaque is not awarded, but the committee makes suggestions about modifications to your building to make it eligible, you will be expected to resubmit your application with updated photographs upon completion of the work. Please remember that you must have your work approved by the BAR, and that work approved by the BAR does not necessarily mean that a plaque will be awarded by HAF.

Email application form, your narrative and all digital and scanned images to info@historicalalexandriafoundation.org. You can also mail this material on a compact disc. Send the application fee, \$25.00 by mail. Please note that applications may be returned if all architectural and historical information required has not been completed to the satisfaction of the HAF Plaque Committee. It is imperative that you send your application electronically so that it can be easily shared with members of the HAF Plaque Committee.

Sign the following statement:

The applicant(s) certifies that the information on this application is true and accurate to the best of his/her knowledge.

Signed: _____

Date: _____

Signed: _____

Date: _____

If the application is approved for a plaque, the applicant will submit a check for the plaque fee (\$800.00) along with the plaque agreement (signed by the building owner(s)) stating the owners' understanding of the terms under which the plaque is awarded.

(See HAF Plaque Policies.)