

What To Include In the Application Packet

A Century Structure/Heritage Home Application Packet should include the items listed below. This is a general outline; the level of detail that you provide will depend on the amount of information you can discover and what you choose to include. A useful guideline to remember: the Application Packet will become part of the SMCC historical collection...what kind of information would someone want to know about your home 100 years from now?

1. The application form and \$40.00 application fee.
2. An “introduction” to your home...a summary of its story. When it was built, the name of the original owner, the Addition and Lot Number, and an outline of its history.
3. Photographs as specified on the application (photographs of the exterior from all four sides).
4. A Property Record Card (PRC) which is available online on the Boone County Indiana website under the Assessors Office section.
5. A simple floor plan drawing. This is the only requirement that pertains to the interior of your home.
6. A copy of the appropriate page(s) from the *Sites & Structures Inventory* showing your home.
7. A timeline of ownership: when the Addition was platted, when your Lot was purchased, when your home was built, the name of the first owner and as many other owners you wish to include.
8. Abstract of Title or Deed records. (If you have access to your Abstract of Title, you have hit the jackpot!) If you need an Abstract of Title or Deed copy, see the document “Abstract and Deed Research.”
9. Any other supporting documentation. This might include information from the SMCC, Ancestry.com, obituary records, newspaper articles, information from long-time residents, maps, or the Hussey-Mayfield Memorial Public Library.
10. Any other information you would like to include. This might include unusual features of your home (exterior or interior), or interesting events that happened involving your home or past homeowners.
11. As you move through the research process, a Century Structure committee member will be happy to review and provide suggestions.
12. Organize everything in a binder or folder of some kind.