

# **4 South Lake Trail**



## **DESIGNATION REPORT**

**November 17, 2021**

**Landmark Preservation Commission**

**Palm Beach, Florida**

# **DESIGNATION REPORT**

## **4 South Lake Trail**

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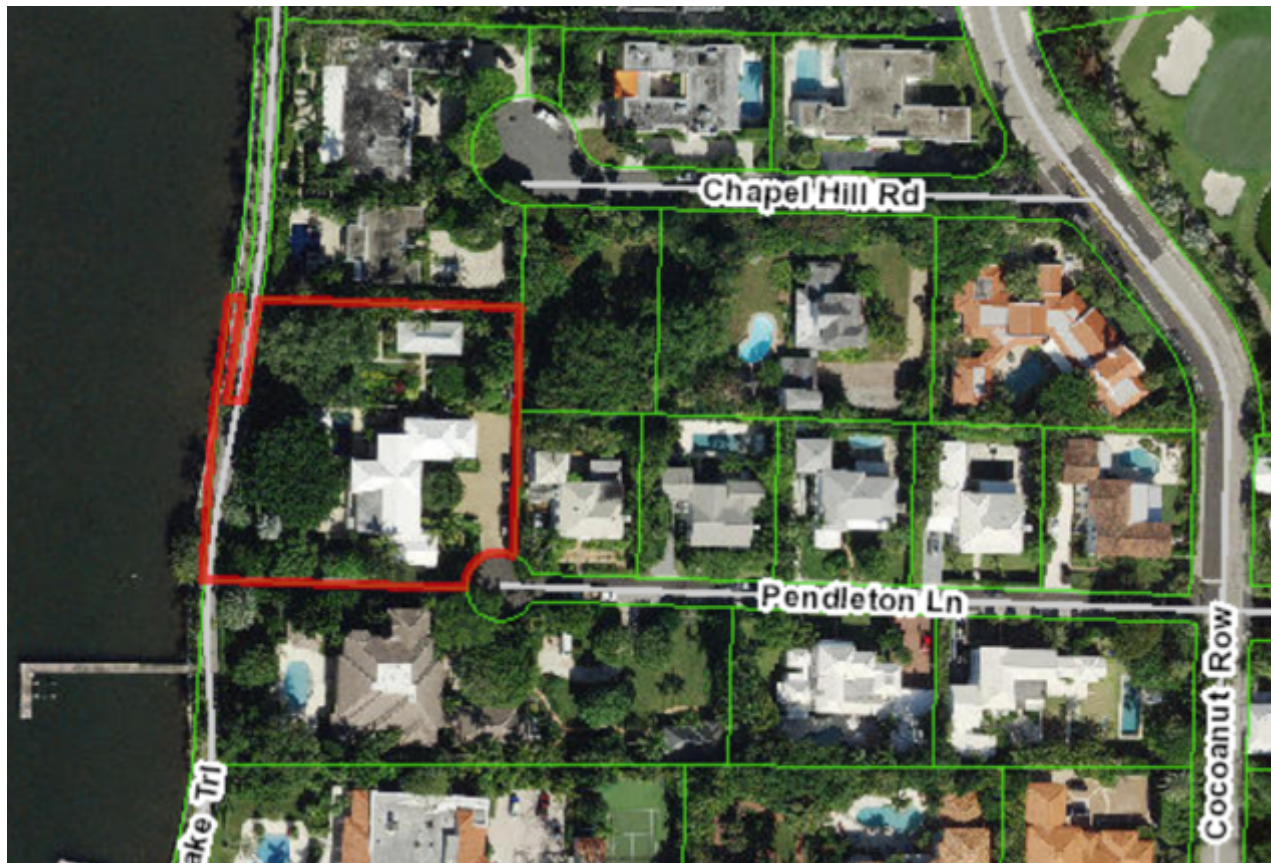
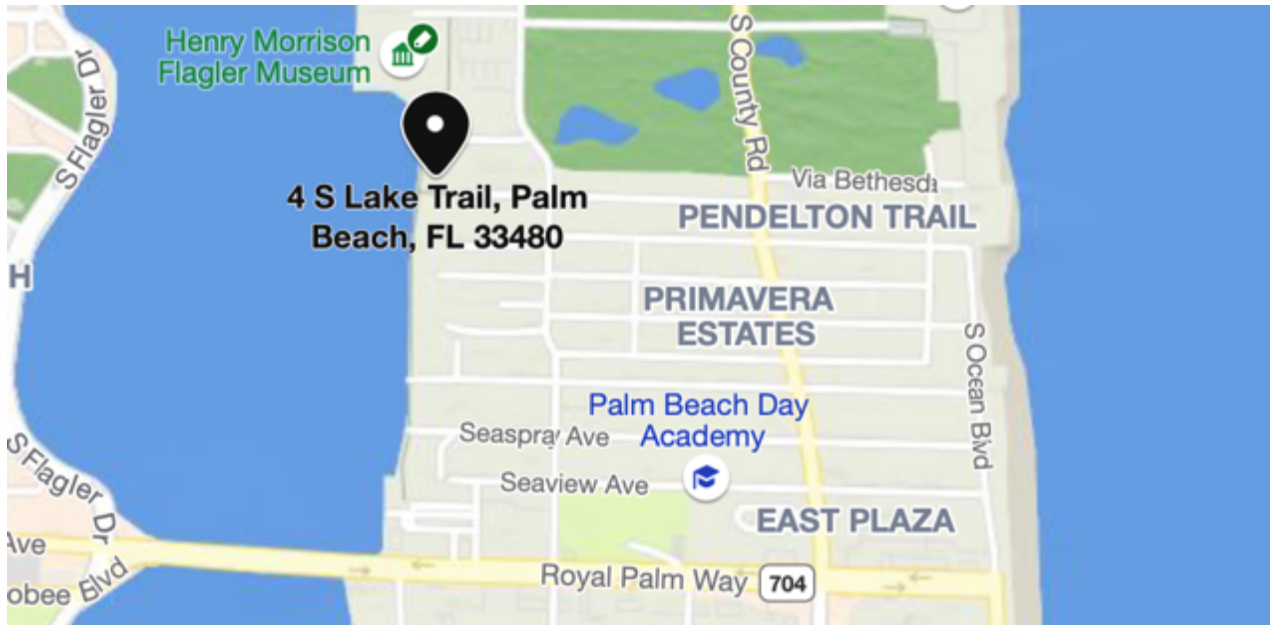
Report produced by Murphy Stillings, LLC

## **I. General Information**

Location:	4 South Lake Trail Palm Beach, Florida
Date of Construction:	1946
First Owner:	Arnold Construction Company
Current Owner:	Alice Z. Pannill/Alice Zimmer Pannill Trust
Architect:	John Volk
Builder:	Arnold Construction Company
Present Use:	Residential
Present Zoning:	RA
Palm Beach County Tax Folio Number:	50-43-43-22-23-000-0051
Current Legal Description:	HILL SUB SLY 74.91 FT OF LT 5 & 22-43-43, NLY 132.32 FT OF LT B OF SUB H OF GOV LT 3 (LESS E 1657.91 FT)

## II. Location Map

### 4 South Lake Trail





### III. Architectural Information

The picturesque property located at 4 South Lake Trail, known as the Lake House, features a two-story residence designed by prominent Palm Beach architect John Volk and constructed by Arnold Construction Company in 1946 for Mr. and Mrs. Henry Gibson. The eclectic design is British Colonial with Monterey style influences. Volk skillfully created a residence featuring architectural characteristics of the British Colonial style along with the main identifying feature of Monterey style homes, cantilevered open air covered balconies.



The British Colonial style, a subtype of the Colonial Revival style, is an adaptation for the warmer climates of places like Bermuda and India and is the commonly used name for a West Indian adaptation of Georgian architecture. It was inspired by the traditions of the English colonists' architectural heritage. Most British Colonial style architecture seen in the Town of Palm Beach has influences from the Island of Bermuda. Howard Major introduced the Bermuda style in 1925 with the design of Major Alley because he thought it was well suited to Florida's climate and the style's popularity grew in Palm Beach during the 1930s when John Volk expanded on the theme and constructed several British Colonial style residences. The style typically features multiple pitched roofs surfaced with concrete tiles, prominent chimneys, arched opening, louvered shutters, and sometimes a scalloped gable design.

The Monterey style originated in California and was especially popular in the United States between 1930 and 1950. It was a fusion of revival styles including Spanish Colonial, Colonial Revival and French Creole design details. The result was designs that were two-story residences with the main identifying feature being a second floor, cantilevered, open-air balcony covered by the principal roof. Decorative detailing of Monterey residences is often confined to the balcony

railing, which are typically styled in wood or iron. The roofs were characteristically low-pitched with a side-facing gable, occasionally with a secondary front facing gable roof. Exterior walls were constructed of brick, stucco or wood, and some residences feature different exterior materials on the first and second floors. Early examples of the Monterey style tend to feature more Spanish detailing, while those constructed after 1940 typically emphasized English Colonial details.



View Looking Northwest from Pendleton Lane

Located at the northwestern end of Pendleton Lane and along the Intercoastal Waterway, 4 South Lake Trail was constructed of concrete block with a smooth stucco surface. Accessed from a gravel drive that features a curved wall with wood pickets, the residence features gable and hip roofs surfaced with flat white tiles. The roofline features a simple cornice, wood rafter tails and louvered vents in the gable ends. A chimney with a curved chimney cap is located at the southern end of the residence at the ridgeline of the primary gable roof. The windows of the home are symmetrically arranged and feature multi-light double-hung sash windows flanked with colonial shutters.



Entrance Bay and Northern Wing



The residence is irregular shaped with the main façade facing east. A two-story entrance bay projects to the east and features an arched entryway. A curved wood door surround with a keystone highlights a wood door with decorative diagonal slats. The door is flanked by paneled wood and glass sidelights and an arched multi-light transom window is located above. A double-hung, six-over-six, sash window with shutters is located above the entrance.



Entrance

To the south of the entrance bay is a two-story wing that runs north-south and features a covered second floor three-bay balcony. The wood balcony is sheltered by an extension of the home's gable roof which is supported by square wood columns and features a wood railing and louvers at the northern and southern ends. This balcony was originally cantilevered, but in 1951 Gustav Maass designed a one-story addition to the south of the original residence and created an L-shaped screened loggia below the cantilevered balcony. The screened loggia was enclosed in 1992 with multi-light French doors and fixed panels.



Southern Wing with 1951 Addition and Loggia Enclosed in 1992

To the north of the entrance bay is a wing that runs east-west. This wing is two-stories in height and has a one-story garage at the eastern end. A cantilevered wood balcony with square columns supporting a roof extension is located on the southern façade of the wing. The balcony features a wood railing, louvers and brackets below.



Balcony of Northern Wing  
Looking West-Northwest



Northern Wing  
Looking Northwest

The rear of the house faces west and looks out to the Lake Trail and Intercoastal Waterway. Copper roofed bay windows and multi-light French doors are located on the first floor and provide visibility and access to the rear garden. Symmetrically placed eight-over-eight double-hung sash windows with shutters are located on the second floor.

An accessory structure, originally constructed as an observatory in 1950, is located to the west of the residence in the rear yard. It was later converted into a pool cabana and was remodeled in 1988. The structure has a flat tiled hip roof, wood columns on the east façade and a large arched window on the west façade. An elegant, trellised slat house, designed by Jacqueline Albarran, was added to the property in 1992 and is a highlight of the northern garden.

Over the seventy-five years since the construction of 4 South Lake Trail, there have been additions and alterations to the exterior of the residence. These include the accessory structure that was originally constructed in 1950 and remodeled in 1988, the one-story addition and loggia which was constructed in 1951 had a bay window added to its west façade in 1961 and the loggia was enclosed in 1992, a second floor balcony on the west façade was enclosed in 1973 and then was remodeled in 1988 and the area below was enclosed, a pool was installed in 1973,



and the slat house, eastern walls and gates were constructed in 1992. Despite these additions and alterations, the residence retains its historic architectural integrity.

#### **IV. Historical Information**

The house at 4 South Lake Trail was designed by prominent architect John Volk and built by Arnold Construction Company in 1946 at a cost of \$30,000 for Henry and Letitia Gibson. Volk's British Colonial with Monterey influenced design for the residence may have been influenced by the property's location along the Intercoastal Waterway and the Lake Trail at the western end of Pendleton Lane. The property's water frontage lends itself to the British Colonial architectural character, and its location at the western end of Pendleton Lane provides the opportunity to draw on the architecture styles and character of the nearby residences built during the 1930s and early 1940s, many of which were designed in the Monterey style and Colonial Revival styles.

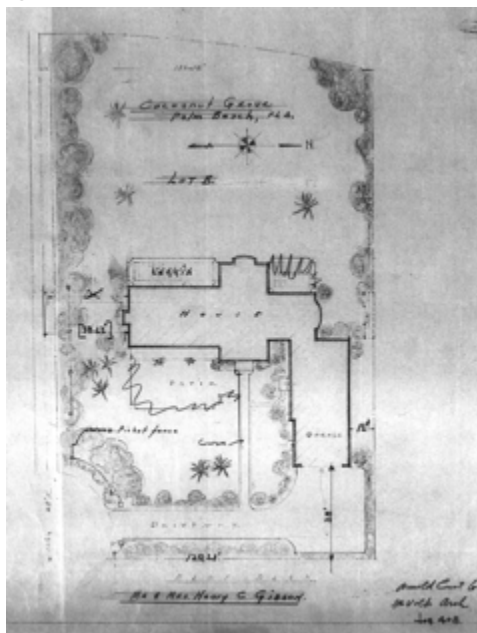
The development of residences along Pendleton Lane (west of Cocoanut Row) and Pendleton Avenue (east of Cocoanut Row) began in the mid-1930s as speculative ventures by several of Palm Beach's most prominent architects, including John Volk, Gustav Maass, Treanor and Fatio, Wyeth and King, and Howard Chilton, along with prolific builders, including Arnold Construction, E.B. Walton, J.S. Willson, and Watt and Sinclair. These speculative endeavors allowed the architects and builders to continue working during the Depression Era.

The lots along Pendleton Lane/Avenue were originally the site of "Reverie" E.G. Pendleton's ocean-to-lake home site. John Volk was the sole architect of all seven of the residences located along Pendleton Lane and several of the homes along Pendleton Avenue. Pendleton Lane/Avenue is an elegant street with many well-designed houses built from 1935-1940 with a similar scale, setting and architectural character. While designed by many of the most prominent Palm Beach architects, these residences were not the grand estates these architects designed during the 1920s as they were more modest reflecting the change in architecture due to the Great Depression and included Monterey, Colonial Revival, Georgian Revival, and Neo-Classical Revival styles.

The Second World War and its aftermath brought significant changes to Palm Beach. During the War the Army stationed thousands of troops in and around Palm Beach County. Civilians in Palm Beach used their vast resources both of wealth and talent for war relief measures and civilian defense. Nonessential construction

was halted throughout World War II so there was very little new construction in town during the war years.

Following World War II, Florida had explosive economic and demographic growth as America began to recover and reconvert to a peacetime economy. Thousands of people came to Florida during the war and decided to live and visit afterwards. While the nation's overall population grew 15% after the war, Florida's population rose an astonishing 46%.<sup>1</sup> Furthermore, the lifting of wartime restrictions and an increasing supply of materials accelerated Florida's post-World War II economy with new construction.<sup>2</sup> Despite high costs of supplies, Palm Beach building permits in 1946 outrivaled those of 1925, previously the town's greatest construction period.<sup>3</sup> It was the start of the second big building boom in Palm Beach.<sup>4</sup> This second building boom, however, generally included more restrained houses and not the grand estates constructed during Palm Beach's 1920s Boom Time era. While much of the new development was happening in the Town's north end there was also in-fill construction happening in more established neighborhoods as well. 4 South Lake Trail was designed and constructed in 1946 shortly after the end of the war and is an excellent example of a John Volk dwelling for this site during the Post WWII era.



Site Plan by John Volk, 1946

<sup>1</sup> The 1940 pre-war population of Palm Beach County, nearly 80,000, would grow to almost 115,000 by 1950 and escalate quickly from there.

<sup>2</sup> Augustus Mayhew. *Palm Beach: A Greater Grandeur*.

<sup>3</sup> Ibid. From 1945 to 1955, the annual totals for building permits increased from \$1 million to \$6 million.

<sup>4</sup> There was another building boom in the Palm Beach's north end when a number of the grand ocean to lake estates, including El Mirasol, Playa Riente and casa Bendita, were demolished and subdivided into plats for smaller houses.

4 South Lake Trail was designed and constructed for Henry and Letitia Gibson of Philadelphia. Henry Gibson was known as a financier, astronomer, and avid stamp collector. After earning an advanced degree in astronomy from the University of Pennsylvania, Gibson served as a first lieutenant during World War I in France and then in 1921 he married Letitia Robinson. Gibson headed The Commercial Trust in Philadelphia which later merged with the First Pennsylvania Bank, and he was a partner in the investment banking firm of Stroud and Company. His love of astronomy led him to own several large telescopes, one of which was at the time the 10<sup>th</sup> largest telescope in the world, and two which he donated to the South Florida Science Museum and the University of Miami. Gibson was also a famous stamp collector, and his collection was renowned. The Gibsons began wintering in Palm Beach in 1937 and in 1975 became full-time residents. They were members of several social clubs in Palm Beach, Philadelphia and Bay Head, New Jersey, and Henry Gibson was a member of several astronomical and philatelic organizations.<sup>5</sup>



Perspective Drawing by John Volk, 1946

Letitia Gibson passed away in 1984 and Henry Gibson passed in 1987. Following Mr. Gibson's death, the home was sold in 1988 to its second and current owner Alice (Kit) Pannill. Mrs. Pannill along with her late husband, William Pannill, transformed the property's yard into an award-winning garden. Kit Pannill is a five-time winner of the Garden Club of America's Catherine Beattie Medal, their top prize for horticultural entries, and the American Orchid Society honored her by

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<sup>5</sup> "Palm Beach Financier Dies," Palm Beach Post 16 August 1987.



naming an orchid after her, the Vanda Kit Pannill, and William Pannill was a renowned daffodil hybridizer who hybridized, named and registered over 200 daffodils.<sup>6</sup> The Pannill's knowledge of horticulture and design led to the property becoming a garden paradise. A part of the landscape design includes a piece of land to the north of the original property that was purchased in 1990 and unified with 4 South Lake Trail. This parcel became the location for an elaborate slat house designed by Jacqueline Albarran to house delicate plants and orchids. Mrs. Pannill has not only been an excellent steward of the historic residence at 4 South Lake Trail, but she also transformed the property into a unique and exquisite property in Palm Beach.

## **V. Architects Biography**

### **John L. Volk**

John Volk has been called the last of the "original" Palm Beach architects. He was one of an elite group of early 1920s architects that included Addison Mizner, Maurice Fatio, and Marion Sims Wyeth who developed the architectural style of the island that came to be known as the "Palm Beach Style".

Volk was born in Graz, Austria in 1901. He came to the United States with his parents at the age of nine and grew up in New York. He attended Columbia University School of Architecture and L'Ecole des Beaux Arts. Volk opened his office in Palm Beach in 1925. Volk designed more than 1000 houses, theaters, clubs, shops, and other buildings and lived in Palm Beach from 1925 to his death in 1984. He designed homes for some of the wealthiest and most powerful people in America over his 58-year career in Palm Beach including Colonel Robert McCormack, William Paley, George Vanderbilt, Nicholas DuPont, Henry Ford II, Herbert Pulitzer, Matthew Mellon, George Storer, Horace Dodge II, and John S. Phipps. Included in the designs of John Volk are some of the most prominent commercial and private club buildings in the Palm Beach area including the First National Bank, the Royal Poinciana Plaza and Playhouse, the center section of the Town Hall, the Beach Club, Good Samaritan Hospital, and several shops on Worth Avenue including the Everglades Colonnade. He also extensively modified and rebuilt the Bath and Tennis Club after a major hurricane.

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<sup>6</sup> "Palm Beach homes: Kit Pannill's evolving garden wins landscape award" [Palm Beach Daily News](#) 25 April 2020.  
"Daffodil Hybridizer William Pannill Dies" [Palm Beach Daily News](#) 12 June 2014.

Numerous other buildings are the result of Mr. Volk's labor and it must be noted that no particular style can be exclusively associated with Mr. Volk. Unlike other talented architects who developed or refined specific styles, John Volk understood and perfected many varying architectural styles from Mediterranean Revival to Contemporary Design.

## **VI. Statement of Significance**

4 South Lake Trail is significant as an excellent example of a British Colonial style residence with Monterey influences as skillfully interpreted by prominent Palm Beach architect John Volk. Constructed in 1946, during the post WWII building boom in Palm Beach, it exemplifies the growth and changing architectural styles of the times.

## **VII. Criteria For Designation**

Section 54-161 of the Town of Palm Beach Landmarks Preservation Ordinance outlines the criteria for designation of a landmark or landmark site and suggests that at least one criterion must be met to justify the designation. Listed below are criteria that relate to this property and justification for designation:

**(1) “Exemplifies or reflects the broad cultural, political, economic or social history of the nation, state, county or town.”**

4 South Lake Trail was constructed in 1946 during the Island's second boom time era that followed the end of World War II. There was explosive economic and demographic growth in the area and the lifting of wartime restrictions coupled with an increasing supply of materials accelerated Florida's post-World War II economy with new construction. 4 South Lake Trail is an excellent example of compatible and complimentary in-fill construction that was happening in many of the Town's established neighborhoods at the time. Unlike speculative projects common at the time, Volk was commissioned to design this house for the Gibsons.

**(3) “Embodies distinguishing characteristics of an architectural type or is a specimen inherently valuable for the study of a period, style, method of construction or use of indigenous materials or craftsmanship.”**

The house at 4 South Lake Trail is a very good example of the British Colonial style of architecture with Monterey influences. The multiple pitched roofs surfaced with concrete tiles, prominent chimney, arched entrance, symmetrically placed multi-light double-hung sash windows, and louvered shutters are characteristic features of the British Colonial style and the cantilevered second floor balconies are the primary feature of the Monterey style. These features and the overall design reflect Volk's distinctive interpretation of the styles.

- (4) “Is representative of the notable work of a master builder, designer or architect whose individual ability has been recognized or who influenced his age.”**

4 South Lake Trail is an excellent representation of the design work of the architect John L. Volk. John Volk has been recognized as one of the most important architects to practice in the Town of Palm Beach. Unlike other talented architects who developed or refined specific styles, John Volk understood and perfected many varying architectural styles from Mediterranean Revival to contemporary designs. In the design of this residence Volk created a British Colonial style home that is harmonious with its location on the Lake Trail at the western end of Pendleton Lane.



## VIII. Selected Bibliography

Curl, Donald W. Palm Beach County: An Illustrated History. Northridge, California: Windsor Publications, Inc., 1987.

The Historical Society of Palm Beach County. Historical and Architectural Files; Palm Beach County History Online

McAlester, Virginia Savage. A Field Guide to American Houses. New York: Alfred A. Knopf, Inc., 2015. Revised and expanded from the original edition written by Virginia and Lee McAlester.

Mayhew, Augustus. Palm Beach: A Greater Grandeur. East Side Press, 2016.

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The Palm Beach Post. Archived Articles Online

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Sanborn Insurance Map of Palm Beach. New York: Sanborn Map Co., 1926 updated to 1952. City of West Palm Beach Public Library, Florida Room.

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Town of Palm Beach. Pendleton Avenue Historic District and 4 South Lake Trail Designation Files.

West Palm Beach City Directories. Asheville, NC: Florida-Piedmont Directory Company, 1946 -1986. These city directories included Town of Palm Beach directories and information on Palm Beach residents.

## IX. Florida Master Site File Form

Page 1

☐ Original  
☒ Update



**HISTORICAL STRUCTURE FORM**  
**FLORIDA MASTER SITE FILE**  
Version 5.0 3/19

Shaded Fields represent the minimum acceptable level of documentation.  
Consult the Guide to Historical Structure Forms for detailed instructions.

Clear Form Values

Site# **PB04241**  
Field Date **12-10-2019**  
Form Date **9-16-2020**  
Recorder # **MAD**

Site Name(s) (address if none) 4 S Lake TRAIL Multiple Listing (DHR only) \_\_\_\_\_

Survey Project Name Palm Beach Historical Site Survey Survey # (DHR only) \_\_\_\_\_

National Register Category (please check one) ☒ building ☐ structure ☐ district ☐ site ☐ object

Ownership: ☐ private-profit ☐ private-nonprofit ☒ private-individual ☐ private-non-specific ☐ city ☐ county ☐ state ☐ federal ☐ Native American ☐ foreign ☐ unknown

**LOCATION & MAPPING** Clear Location Values

Address: 4 S Lake Trail

Cross Streets (nearest / between) \_\_\_\_\_

USGS 7.5 Map Name PALM BEACH USGS Date 1986 Plat or Other Map \_\_\_\_\_

City / Town (within 3 miles) Palm Beach In City Limits? ☒ yes ☐ no ☐ unknown County Palm Beach

Township 43E Range 43E Section 22 1/4 section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: \_\_\_\_\_

Tax Parcel # 50434322230000051 Landgrant \_\_\_\_\_

Subdivision Name HILL SUB Block 000 Lot 0051

UTM Coordinates: Zone ☐ 16 ☐ 17 Easting        Northing       

Other Coordinates: X: \_\_\_\_\_ Y: \_\_\_\_\_ Coordinate System & Datum \_\_\_\_\_

Name of Public Tract (e.g., park) \_\_\_\_\_

**HISTORY** Clear History Values

Construction Year: 1946 ☐ approximately ☐ year listed or earlier ☐ year listed or later

Original Use Private Residence (House/Cottage/Ca From (year): 1946 To (year): 2020

Current Use Private Residence (House/Cottage/Ca From (year): 1946 To (year): 2020

Other Use \_\_\_\_\_ From (year): \_\_\_\_\_ To (year): \_\_\_\_\_

Moves: ☐ yes ☒ no ☐ unknown Date: \_\_\_\_\_ Original address: \_\_\_\_\_

Alterations: ☒ yes ☐ no ☐ unknown Date: \_\_\_\_\_ Nature windows

Additions: ☒ yes ☐ no ☐ unknown Date: \_\_\_\_\_ Nature multiple side addns

Architect (last name first): \_\_\_\_\_ Builder (last name first): \_\_\_\_\_

Ownership History (especially original owner, dates, profession, etc.)  
PANNILL ALICE Z

Is the Resource Affected by a Local Preservation Ordinance? ☐ yes ☒ no ☐ unknown Describe \_\_\_\_\_

**DESCRIPTION** Clear Description Values

Style British Colonial Exterior Plan Irregular Number of Stories 2

Exterior Fabric(s) 1. Stucco 2. \_\_\_\_\_ 3. \_\_\_\_\_

Roof Type(s) 1. Gable 2. Hip 3. \_\_\_\_\_

Roof Material(s) 1. Concrete tile 2. \_\_\_\_\_ 3. \_\_\_\_\_

Roof secondary strucs. (domers etc.) 1. \_\_\_\_\_ 2. \_\_\_\_\_

Windows (types, materials, etc.)  
multiple: fixed divided, French doors, 6/6 w shutters & stucco sills

Distinguishing Architectural Features (exterior or interior ornaments)  
multiple hip & gable masses, some overhangs & exposed rafters, side chimney, partial width balcony, attached garage, vents

Ancillary Features / Outbuildings (record outbuildings, major landscape features; use continuation sheet if needed.)  
waterfront parcel, gravel drive, fence, wall w vegetation

DHR USE ONLY	OFFICIAL EVALUATION	DHR USE ONLY
NR List Date _____	SHPO - Appears to meet criteria for NR listing: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> insufficient info	Date _____ Init. _____
<input type="checkbox"/> Owner Objection	KEEPER - Determined eligible: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> insufficient info	Date _____
	NR Criteria for Evaluation: <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d (see National Register Bulletin 15, p. 2)	

## DESCRIPTION (continued)

Clear Description Values

Chimney: No. 1 Chimney Material(s): 1. Stucco 2. \_\_\_\_\_  
 Structural System(s): 1. Masonry - General 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 Foundation Type(s): 1. Unknown 2. \_\_\_\_\_  
 Foundation Material(s): 1. Obscured 2. \_\_\_\_\_

Note: you may use the text box in each field to type in an answer that does not appear in the list provided

## Main Entrance (style/description)

obscured from ROW

## Porch Descriptions (types, locations, roof types, etc.)

obscured from ROW

Condition (overall resource condition): ☐ excellent ☒ good ☐ fair ☐ deteriorated ☐ ruinous

## Narrative Description of Resource

This 1946 British Colonial style building is in good condition.

## Archaeological Remains

☐ Check if Archaeological Form Completed

## RESEARCH METHODS (select all that apply)

- |  |   |   |  |
|--|---|---|--|
| <input checked="" type="checkbox"/> FMSF record search (sites/surveys)         | <input type="checkbox"/> library research | <input type="checkbox"/> building permits         | <input checked="" type="checkbox"/> Sanborn maps   |
| <input type="checkbox"/> FL State Archives/photo collection                    | <input type="checkbox"/> city directory   | <input type="checkbox"/> occupant/owner interview | <input checked="" type="checkbox"/> plat maps      |
| <input checked="" type="checkbox"/> property appraiser / tax records           | <input type="checkbox"/> newspaper files  | <input type="checkbox"/> neighbor interview       | <input type="checkbox"/> Public Lands Survey (DEP) |
| <input checked="" type="checkbox"/> cultural resource survey (CRAS)            | <input type="checkbox"/> historic photos  | <input type="checkbox"/> interior inspection      | <input type="checkbox"/> HABS/HAER record search   |
| <input checked="" type="checkbox"/> other methods (describe) <u>Town Staff</u> |   |   |  |

Bibliographic References (give FMSF manuscript # if relevant, use continuation sheet if needed)

## OPINION OF RESOURCE SIGNIFICANCE

Clear Significance Values

- Appears to meet the criteria for National Register listing individually? ☐ yes ☒ no ☐ insufficient information  
 Appears to meet the criteria for National Register listing as part of a district? ☐ yes ☒ no ☐ insufficient information

Explanation of Evaluation (required, whether significant or not, use separate sheet if needed)

Due to alterations, this building no longer retains sufficient integrity to meet individual or district criteria.

Area(s) of Historical Significance (see National Register Bulletin 15, p. 8 for categories: e.g. "architecture", "ethnic heritage", "community planning &amp; development", etc.)

1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_

## DOCUMENTATION

Clear Documentation Values

Accessible Documentation Not Filed with the Site File - including field notes, analysis notes, photos, plans and other important documents

- Document type \_\_\_\_\_ Maintaining organization \_\_\_\_\_  
 1) Document description \_\_\_\_\_ File or accession #s \_\_\_\_\_  
 Document type \_\_\_\_\_ Maintaining organization \_\_\_\_\_  
 2) Document description \_\_\_\_\_ File or accession #s \_\_\_\_\_

## RECORDER INFORMATION

Recorder Name Patricia Davenport-Jacobs Affiliation Environmental Services, Inc.  
 Recorder Contact Information 7220 Financial Way, Suite 100, Jacksonville, FL 32256/9044702200/pdavenport@  
 (address / phone / fax / e-mail)

## Required Attachments

- ① USGS 7.5' MAP WITH STRUCTURE LOCATION CLEARLY INDICATED
- ② LARGE SCALE STREET, PLAT OR PARCEL MAP (available from most property appraiser web sites)
- ③ PHOTO OF MAIN FACADE, DIGITAL IMAGE FILE  
 When submitting an image, it must be included in digital AND hard copy format (plain paper grayscale acceptable).  
 Digital image must be at least 1600 x 1200 pixels, 24-bit color, jpeg or tiff.