



MUSEUM OF CHINCOTEAGUE ISLAND HISTORIC BUILDING RECORD

INSTRUCTIONS
Use this form to enter a property into the Museum of Chincoteague Island’s Historic Building Record.
Buildings must be at least 75 years old to qualify for admission to the Historic Building Record.
To have a Chincoteague property entered in the Historic Building Record, please complete all blanks and write clearly. Provide as much information about the exterior and interior as possible; such as number of stories, cladding materials, and general room layout, under “General Description.” Under “Building History,” include any information about the architect, builder, original owners and subsequent occupants, whether the building has been moved, and historic activities or events that occurred at the property. If available, attach historic photos, newspaper clippings, obituaries, and other documentation to help record the history of your property. Use additional sheets if necessary.
Submit current exterior (all sides) color photographs. If the property has outbuildings, include photographs of these too. If available, please include a copy of site or building plans and copies of historic photographs.
Return completed forms to Museum of Chincoteague Island, 7125 Maddox Blvd, P.O. Box 352, Chincoteague, VA 23336. Emailed submissions should be sent to museumofci@gmail.com .
All materials submitted to the Museum of Chincoteague Island Historic Building Record become property of the Museum and are available as public records. Materials submitted with the form will not be returned.

APPLICANT INFORMATION
Name:
Mailing Address:
City/State/Zip Code:
Phone Number:
Email:

PROPERTY INFORMATION
Historic Name (if known):
Location Address:
City/State/Zip Code:

GENERAL DESCRIPTION

Construction Date: _____ Note source (estimated, deed, other record(s)): _____

Original use. Check all that apply: Domestic Commercial Government Industrial
 Agricultural Other _____

Siding material(s). Check all that apply: Horizontal board Vertical board Brick
 Asbestos Vinyl Block Stone
 Other _____

Write a general exterior description, including building shape, height, roof type, and any special features. (additional pages may be attached)

Write a general interior description, including general layout, major rooms, and any special features. (additional pages may be attached)

List known or probable alterations and the approximate date(s) the work was done. (additional pages may be attached)

BUILDING HISTORY

Please explain what events and persons are associated with this property and whether the building's architecture or the construction methods used to build it are noteworthy. (additional pages may be attached)