Chagrin Falls History Center
87 East Washington St.
P.O. Box 515
Chagrin Falls, OH 44022

Century Home Plaque Application

Please provide the following information and supporting documentation. Attach copies of relevant records, maps, and photographs. Materials submitted become part of the Century Home research file. PLEASE PRINT.

Applicant Information

First Name:_____ Last Name: _____

Home Address: _____

Phone: _____ Email: _____

Century Home Address *(if different from above):*

_____

_____

Historical Documentation

1. Establish the Chain of Ownership

Document the ownership history of the home from its construction to the present. Include:

- Name of each grantor (seller) and grantee (buyer)
- Date of each transfer
- Relevant deed or other ownership records

Deeds may be researched through the Cuyahoga County Fiscal Office or online county records. Additional research materials are available through the Chagrin History Center.

2. Verify the Permanent Parcel Number

Obtain the property's **Permanent Parcel Number (PPN)** from the Cuyahoga County Fiscal Office. Please note that the construction date shown in county property records is not always accurate.

Permanent Parcel Number: _____

3. Document the Construction Date

Provide evidence supporting the year the home was built. Tax records at the Cuyahoga County Archives can help establish the construction date. Compare records from the year before and the year after construction to document the increase in assessed value associated with the new building.

Additional research materials may be available through the Chagrin History Center.

4. Building Card

Obtain and submit a copy of the property's **Building Card**, including the accompanying photograph, from the Cuyahoga County Archives. A Permanent Parcel Number is required to locate this record.

5. Historic Maps

Submit copies of relevant historic maps showing the property and surrounding area. Possible sources include:

- 1858 and 1883 maps (Available at the Chagrin History Center/Sihler Research Center) https://chagrin-history.org/sihler-research-center/
- 1874 and 1878 atlases
- Plat maps
- 1920, 1927, and 1950 Chagrin Falls village plat maps
- Sanborn Fire Insurance maps

Maps may be available through the Chagrin History Center and Cuyahoga County Archives. Sanborn Fire Insurance maps are also available online. (See links on our web page, https://chagrin-history.org/century-home-plaque/)

6. Photographs

Submit **historic and current photographs** of the home, including the date of each photograph when known.

Please note: Submitted photographs will not be returned. Digital images may also be emailed to info@chagrinhistory.org.

Building Modifications & Architectural History

Please document the home's original features, alterations, additions, and renovations.

Building Materials & Features, continued

Describe, when possible:

- Foundation materials
- Exterior siding
- Original windows and doors
- Roofing materials
- Other notable original architectural features
- Changes in foundation materials that may indicate an addition

Additions & Renovations

Describe known additions, alterations, and renovations, including approximate dates whenever possible.

Social History

Information about the people who lived in the home can help tell its story. When available, include information about previous owners and occupants, such as occupations, family history, and other significant details.

Helpful research sources may include:

- Chagrin History Center obituary files
- Chagrin Falls History Center, Sihler Research Center
- Ancestry.com *(available free through our public libraries)*
- FamilySearch.org
- Other reliable genealogical and historical resources

Application Submission

Please submit the completed application and supporting documentation to:

Chagrin History Center
PO Box 515
Chagrin Falls, OH 44022

Application Fee: $400 or $500, depending on the research method selected.

Please make checks payable to: **Chagrin History Center**