

**SANGAMON COUNTY
HISTORIC PRESERVATION COMMISSION**



LANDMARKING APPLICATION

ROOM 212, 200 SOUTH NINTH STREET, SPRINGFIELD, IL 62701

Historical Structure Name: _____

Common Address of Structure: _____

LANDMARK OR DISTRICT DESIGNATION: ORDINANCE

Under Article II of the Sangamon County Historic Preservation Ordinance, the Sangamon County Historic Preservation Commission is empowered with the ability to recommend to the Sangamon County Board certain structures within its jurisdiction for designation as Historical Landmarks.

Criteria for Landmark Design (Article III, Section 4)

The Commission may recommend to the County Board the designation of landmarks and preservation districts, where not more than fifty percent (50%) of the property owners whose property is located within the boundaries of the proposed district object to designation, when after a thorough investigation results in a determination that a property, structure or improvement, or area so recommended meets one (1) or more of the following criteria:

- A. It has character, interest, or value which is part of the development, heritage, or cultural characteristics of a local community, the County of Sangamon, State of Illinois or the Nation. Generally, properties eligible for designation must be at least 50 years old. Properties less than 50 years of age must be exceptionally important to be considered for designation;
- B. Its location is a site of a significant local, County, State, or National event;
- C. It is identified with a person or persons who significantly contributed to the development of the local community, County of Sangamon, State of Illinois, or the Nation;
- D. It embodies distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or use of indigenous materials;
- E. It is identified with the work of a master builder, designer, architect, engineer, or landscape architect whose individual work has influenced the development of the local area, County of Sangamon, State of Illinois, or the Nation;

- F. It embodies elements of design, detailing, materials, or craftsmanship that render it architecturally significant;
- G. It embodies design elements that make it structurally or architecturally innovative;
- H. It has a unique location or singular physical characteristics that make it an established or familiar visual feature;
- I. It has character which is a particularly fine or unique example of a utilitarian structure with a high level of integrity or architectural significance;
- J. It is suitable for preservation or restoration;
- K. It is included in the National Register of Historic Places and/or the Illinois Register of Historic Places.
- L. It has yielded, or may be likely to yield, information important to pre-history, history or other areas of archaeological significance.

LANDMARK OR DISTRICT DESIGNATION: PROCESS

I. Process Initiation (Article III, Section 3)

Process may be initiated by the owner or the Preservation Commission by no less than a majority vote of those voting members in attendance while a quorum is present. (A quorum is a majority of voting members).

II. Interested Party Request

If an interested party wishes the Commission to initiate the landmarking process, a formal request to the Commission for consideration should include information comparable to #1 through #15 in the application. After an approving vote, the Commission will notify the owner to begin the process.

III. Initial Recommendation and Report (Article III, Section 5)

Once the owner or the Commission initiates a request, the Preservation Commission shall within fourteen (14) calendar days from receipt of a completed application for designation, cause to be written an initial recommendation and report stating whether the nominated landmark or preservation district does or does not meet the criteria for designation as provided for in Article III, Section 4 herein. The report shall contain the following information:

- A. An explanation of the significance or lack of significance of the nominated landmark or preservation district as it relates to the criteria for designation;
- B. A description of the integrity or lack of integrity of the nominated landmark or preservation district;
- C. In the case of a nominated landmark found to meet the criteria for designation:
 - 1. A description of the significant exterior architectural features of the nominated landmark that should be protected;
 - 2. A description of the types of construction, alteration, demolition, and removal, other than those requiring a building or demolition permit, that should be reviewed for appropriateness pursuant to the provisions of Article IV, Sections 2(c) and 2(d) of the Preservation Ordinance;
- D. In the case of a nominated preservation district found to meet the criteria for designation:
 - 1. A description of the types of significant exterior architectural features of the structures within the nominated preservation district that should be protected;
 - 2. A description of the types of alterations and demolitions that should be reviewed for appropriateness pursuant to the provisions of Article IV, Sections 2(c) and 2(d) of the Preservation Ordinance;
- E. The relationship of the nominated landmark or preservation district to the ongoing effort of the Preservation Commission to identify and nominate all potential areas and structures that meet the criteria for designation;
- F. A map showing the location of the nominated landmark and/or the boundaries of the nominated preservation district.

The recommendation and report shall be available to the public in the office of the Springfield-Sangamon Regional Planning Commission.

IV. Notification of Public Hearing (Article III, Section 6)

Upon completion of the initial report and recommendation as described above, the Preservation Commission shall schedule a public hearing on the nomination within 60 days of initial request. Notice of the date, time, place and purpose of the public hearing and a copy of the completed nomination form shall be sent (at least 15 days prior to the date of the hearing) by certified mail to all owners of record of property nominated as a landmark and to the nominators, as well as by regular mail to property owners of record of property within a preservation

~~district and to owners of property adjacent and immediately surrounding a landmark or preservation district affected by the process for, the application for, and review of a certificate of appropriateness.~~ Such notice shall also be published in a newspaper having general circulation in the County at least fifteen (15) days prior to the date of the hearing. All notices shall state the street, address and Permanent Index Number or legal description of a nominated landmark and the boundaries of a nominated preservation district.

V. Public Hearing (Article III, Section 7)

A public hearing shall be scheduled, and notification made thereof, pursuant to Article III, Section 6, above. Oral or written testimony shall be taken at the public hearing from any person concerning the nomination. The Preservation Commission may solicit expert testimony or present its own evidence regarding the historic, archaeological, architectural, or scenic significance of a proposed landmark or of any property within a proposed preservation district relative to compliance with criteria for consideration set forth above in Section 4 of this Article. The owner of any nominated landmark or of any property within a nominated preservation district shall be allowed reasonable opportunity to present evidence regarding historic, archaeological, architectural or scenic significance and shall be afforded the right of representation by counsel and reasonable opportunity to cross-examine expert witnesses. The hearing shall be closed upon completion of testimony. After the close of the public hearing, no further evidence from any party shall be considered.

VI. Recommendation of Preservation Committee (Article III, Section 8)

Within 60 days following close of the public hearing, the Commission shall make its determination upon the evidence whether the proposed landmark or preservation district does or does not meet the criteria for designation. A recommendation to the County Board that the proposed landmark or preservation district does or does not meet the criteria for designation and should or should not be designated shall be passed by resolution of the Preservation Commission. This recommendation shall be accompanied by a report stating the findings of the Preservation Commission concerning the historic, archaeological, architectural or scenic significance of the proposed landmark or preservation district. The Preservation Commission shall forward copies of the resolution and report to the applicant and the owner of the subject property or representative for petitioners of the subject area.

VII. Designation (Article III, Section 9)

The County Board, upon a recommendation from the Preservation Commission that the proposed landmark or preservation district should be designated, shall review the report and recommendations of the Preservation Commission. The County Board may schedule a public hearing concerning the proposed designation and shall provide notice of any public hearing and conduct the public hearing in the same manner as provided in Article III, Section 6 and 7.

The County Board after reviewing the report and recommendation shall within ninety (90) days from receipt of the recommendation of the Preservation Commission take one of the following steps: (a) designate the landmark or preservation district by ordinance; or (b) refer the report and recommendation back to the Preservation Commission with suggestions for revisions and a further report and recommendation stating its reason for such action. Upon return of the report and recommendation to the Commission, the Commission shall review the County Board action resubmission therein finding within forty-five (45) days of the County Board meeting. The County Board shall designate or not designate the landmark or preservation district at the next regularly scheduled County Board meeting. If the County Board fails to act on the Preservation Commission recommendation within sixty (60) days the recommendation of the Preservation Commission shall be deemed approved.

VIII. Resubmission of Application (Article III, Section 10)

Resubmission of any application for landmark or preservation district designation may be made not sooner than ninety (90) days of County Board action. Not more than one re-submission may be made within a twelve (12) month period.

IX. Notice of Designation (Article III, Section 11)

Notice of the action of the County Board including a copy of the ordinance designating the landmark or preservation district, shall be sent by regular mail to each owner of record of a landmark or property within a preservation district - ~~and to owners of adjacent and immediately surrounding properties affected by the process for, the application for, and review of, a Certificate of Appropriateness.~~ Further, as soon as is reasonably possible, the County Board Chairman shall cause to be notified the Springfield-Sangamon Regional Planning Commission, the Recorder of Deeds, the County Clerk, and the Sangamon County Collector by forwarding to each a copy of the designation ordinance. The Recorder of Deeds shall ensure that the designation be recorded on all directly affected parcels.

X. Publication of Map (Article III, Section 12)

A map showing the location of all designated landmarks and preservation districts shall be published and amended upon each designation. Copies of the map shall be available to the public at the office of the Preservation Commission and at the same location and in the same manner as any County zoning map.

XI. Interim Code (Article III, Section 13)

No building permit shall be issued by the Building Officer for alteration, construction, demolition, or removal of a nominated landmark or of any property or structure within a nominated preservation district from the date of the

meeting of the Preservation Commission at which a completed nomination form is first presented until the final disposition of the nomination by the County Board unless such alteration, removal, or demolition is necessary for public health, welfare, or safety. In no event shall the delay be for more than one hundred twenty (120) days.

XII. Marking by Attachment of a Plaque (Article III, Section 14)

Each designated landmark, landmark site and preservation district may be marked by an appropriate plaque carrying a brief description and account of the historical significance of the property.

XIII. Amendment and Rescission of Designation (Article III, Section 15)

The County Board, upon recommendation of the Preservation Commission, may amend or rescind designation by the same procedure and according to the same standards and considerations set forth for designation.

XIV. Transfer of Jurisdictional Control (Article III, Section 16)

Should a designated landmark, landmark site or preservation district be incorporated into a municipality with a preservation ordinance, that municipality's preservation ordinance shall govern. If a municipality annexes a designated landmark, landmark site or preservation district and does not have a preservation ordinance, the County's preservation ordinance will continue to govern.

XV. Appeals (Article III, Section 17)

Adoption of an ordinance designating a landmark or preservation district by the Sangamon County Board shall be a final action subject to review under Section 3-101 of the Illinois Administrative Review Law.

LANDMARK OR DISTRICT DESIGNATION: INFORMATION

1. **Structure Name:**

Historic:

Common:

2. **Common Address:** (number, street, city, state, and zip code)

3. **Legal Description and Parcel Number:** (as shown on abstract or tax assessor's role)

4. **Name of Property Owner:** (as shown on tax assessor's records)

5. **Owner's Address:** (as shown on tax assessor's records)

6. **Provide an Outline Map:** (delineate the boundaries and location of property proposed for designation. Use additional page if necessary.)

7. **Photographs:** (Attach as "Exhibit A" at least two photographs identifying the two most prominent elevations of the property.)

8. **Classification:** (check appropriate classification)

<u>Category</u>	<u>Ownership</u>	<u>Status</u>	<u>Public Acquisition</u>
<input type="checkbox"/> district	<input type="checkbox"/> public	<input type="checkbox"/> occupied	<input type="checkbox"/> in progress
<input type="checkbox"/> building(s)	<input type="checkbox"/> private	<input type="checkbox"/> unoccupied	<input type="checkbox"/> being considered
<input type="checkbox"/> structure	<input type="checkbox"/> both	<input type="checkbox"/> work in progress	
<input type="checkbox"/> site			
<input type="checkbox"/> object			
<u>Accessible</u>		<u>Present Use</u>	
<input type="checkbox"/> Yes		<input type="checkbox"/> agriculture	<input type="checkbox"/> museum
<input type="checkbox"/> Yes, unrestricted		<input type="checkbox"/> commercial	<input type="checkbox"/> park
<input type="checkbox"/> No		<input type="checkbox"/> educational	<input type="checkbox"/> private residence
		<input type="checkbox"/> entertainment	<input type="checkbox"/> religious
		<input type="checkbox"/> governmental	<input type="checkbox"/> scientific
		<input type="checkbox"/> industrial	<input type="checkbox"/> transportation
		<input type="checkbox"/> military	<input type="checkbox"/> other – vacant

9. **Representation in Existing Historical Surveys:**

Name & Type of Historical Survey (i.e., Federal, State, County or Local)

Date:

Depository for Survey Records:

10. **Description & Condition:**

<u>Check One</u>		<u>Check One</u>	
<input type="checkbox"/> excellent	<input type="checkbox"/> deteriorated	<input type="checkbox"/> unaltered	<input type="checkbox"/> original site
<input type="checkbox"/> good	<input type="checkbox"/> ruins	<input type="checkbox"/> altered	<input type="checkbox"/> moved/date _____
<input type="checkbox"/> fair	<input type="checkbox"/> unexposed		

Summarize a description of the present and original physical appearance, if known. (Use additional page as needed).

11. **Period of Significance:** (check one)

Prehistoric 1400-1499 1500-1599 1600-1699
 1700-1799 1800-1899 1900-1999

12. **Areas of Significance:** (check and explain)

<input type="checkbox"/> Archeology-Prehistoric	<input type="checkbox"/> Education	<input type="checkbox"/> Music
<input type="checkbox"/> Archeology-Historic	<input type="checkbox"/> Engineering	<input type="checkbox"/> Philosophy
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Exploration/Settlement	<input type="checkbox"/> Politics/Government
<input type="checkbox"/> Architecture	<input type="checkbox"/> Industry	<input type="checkbox"/> Religion
<input type="checkbox"/> Art	<input type="checkbox"/> Invention	<input type="checkbox"/> Science
<input type="checkbox"/> Commerce	<input type="checkbox"/> Landscape Architecture	<input type="checkbox"/> Sculpture
<input type="checkbox"/> Communication	<input type="checkbox"/> Law	<input type="checkbox"/> Social/Humanitarian
<input type="checkbox"/> Community Planning	<input type="checkbox"/> Literature	<input type="checkbox"/> Theater
<input type="checkbox"/> Conservation	<input type="checkbox"/> Military	<input type="checkbox"/> Transportation
<input type="checkbox"/> Other (Specify)		

Specific Dates

Builder / Architect

13. **Statement of Significance:** (use additional pages as necessary)

14. **Major Bibliographical References**

15. Form Prepared By:

Name: _____

Title: _____

Phone #: _____ (day) _____ (night)

Organization Date

Property Owner Date

16. Submission of Application:

Mail or deliver to:

Sangamon County Historic Preservation Commission
Springfield-Sangamon County Regional Planning Commission
200 South 9th Street
Room 212
Springfield, IL 62701

Questions:

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