

# CITY OF WASHINGTON, ILLINOIS

## HISTORIC LANDMARK DESIGNATION APPLICATION

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address or location of property: \_\_\_\_\_

Property Tax ID Number (PIN): \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

What are the significant exterior architectural features that should be protected?

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### PLEASE ATTACH:

- Documentation that the property owner has been notified or consents to the application for designation or decertification.
- Application fee of \$100 payable to the City of Washington.
- Ownership documentation (lease, deed, mortgage, etc) including a legal description of the property.
- A description and photographs of each side and any significant architectural features of the proposed landmark. City staff or the Historic Preservation Commission may ask for permission to take additional photographs to help determine the historical integrity of the structure, if necessary.
- Any other information deemed necessary by the Historic Preservation Commission, including but not limited to, plans, drawings, elevations, specifications, and other information describing the historic nature of the proposed landmark.
- One hardcopy and one digital copy of the application and supporting materials.

**PUBLIC HEARING:** The application and supporting materials must be submitted to the Planning and Development Director. Your case will be scheduled for a public hearing by the Historic Preservation Commission. You will present your request at the Commission meeting.

FOR OFFICE USE ONLY

Date Application Completed: \_\_\_\_\_

Case No. \_\_\_\_\_

## Standards for Landmark Designation

No Historic Landmark designation shall be recommended by the Historic Preservation Commission unless the Commission finds that the property, structure, or area possesses the integrity of design, workmanship, materials, location, and setting that meets one or more of the Standards. Please place a check mark next to one or more of the appropriate criteria:

- \_\_\_\_\_ Significant value as part of the historic, heritage, or cultural characteristics of the community, county, state, or nation;
- \_\_\_\_\_ Identification with a person or persons who significantly contributed to the development of the community, county, state, or country;
- \_\_\_\_\_ Representative of the distinguishing characteristics of architecture inherently valuable for the study of a period, type, method of construction or use of indigenous materials;
- \_\_\_\_\_ Notable work of a master builder, designer, architect or artist whose individual work has influenced the development of the community, county, state, or country;
- \_\_\_\_\_ Unique location or singular physical characteristics that make it an established or familiar visual feature;
- \_\_\_\_\_ Character as a particularly fine or unique example of a utilitarian structure, including but not limited to farmhouses, gas stations, or other commercial structures, with a high level of integrity or architectural significance;
- \_\_\_\_\_ An area that has yielded or may be likely to yield, information important in history or prehistory.

## Procedures for Landmark Designation

- Only the owner of property that is proposed to be designated as a landmark, a Historic Preservation Commission member, or member of the City Council may file an application.
- At least one public hearing must be heard on the proposed designation. A hearing notice must be published at least 15 days, but not more than 30 days, in advance of the hearing.
- Written notice of the date, time, place, and purpose of the public hearing shall be given to the owner(s) of record of the property which is proposed to be designated as a landmark.
- The Commission shall receive public comment and the public hearing and review and evaluate the application according the Standards listed above. The Commission shall make specific findings of fact with regard to the above Standards and a written recommendation on each application shall be made to the City Council.
- All action of the Commission to recommend or not recommend the landmark designation shall be made by a resolution passed by the Commissioners then in attendance.
- The City Council must vote to approve or not approve the Historic Landmark designation.

***Certification:*** *To the best of my knowledge, the information contained herein, and on the attachments, is true, accurate, and correct, and substantially represents the existing features and proposed features. Any error, misstatement, or misrepresentation of material fact or expression of material fact, with or without intention, shall constitute sufficient grounds for the revocation or denial of the proposed Historic Landmark. I give my consent to city staff or the Historic Preservation Commission to take additional exterior photographs on my property after notification has been issued for such need, if necessary.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please contact Jon Oliphant, Planning & Development Director, at 444-1135 with any questions.**