



Effective April 2014

SPRINGFIELD HISTORIC SITES COMMISSION

Application for the Landmarking of a Historic Building, Structure, Site or Object in the City of Springfield

For additional assistance or questions related to landmarking properties in the City of Springfield, contact the Historic Sites Commission:

The Springfield Historic Sites Commission

ATTN: Historic Sites Liaison

800 E. Monroe St., Room 108

Springfield, IL 62701

Phone: 217.789.2377

Fax: 217.789.2380

Email: teri.whitfield@cwlp.com

Thank you for considering landmarking!

The City of Springfield Historic Sites Ordinance [Chapter 101 of the City's Code of Ordinances and available at MuniCode.com] empowers the Springfield Historic Sites Commission (SHSC) to recommend certain buildings, structures, sites or objects for landmarking by the City Council.

By submission of this application the applicant represents that the owner of the property approves the landmarking, and that there is evidence that the item to be landmarked meets the conditions for landmarking established by ordinance. Completion of this form will help provide the SHSC with the information it needs to consider the request.

The SHSC commissioners and the staff coordinator of the SHSC are willing to help applicants with the application process.

I. Property & Owner Identification. To begin, we need to know some general information about the location of the property and its ownership. In the spaces below, please provide the information requested.

Historic and/or Common Name of the Building, Structure, Site or Object:

Common Address. Street : _____

City: _____, IL Zip Code _____

Permanent Index Number (PIN) of property: _____

If you do not know the PIN number of the property, please contact the Sangamon County Recorder of Deeds for assistance.

Name of Property Owner of Record: _____

Property owner consent is required for landmarking in the City of Springfield.

Owner's Address (if different than the common address):

Street : _____

City: _____, State _____ Zip Code _____

Owner's Phone Number: (_____) _____ - _____

II. Characteristics of the Building, Structure, Site or Object Seeking Landmarking.

Now we need some more specific information about the item you are seeking to landmark.

Nature of the item to be considered. Please indicate the nature of the item submitted for landmarking. We need to know if it is a:

- Building Structure other than a building
 Site Object.

Period of Significance. Generally, properties eligible for landmark designation must be at least 50 years old, however properties less than 50 years of age may be considered if they are exceptionally important. A property may have historical significance over many years, but please check the one time period below which is of *particular* significance for the property submitted.

- Pre-1699 1700 – 1799 1800-1849 1850-1899
 1900 – 1949 1950 – 1999 2000 – Current

Current Status: The current status and condition of the item submitted for landmarking is important. Please provided the following information for the item to be landmarked.

Nature of Current Ownership: Public Private Both

Occupancy: Occupied Unoccupied
 Work in Progress Not applicable

Public Acquisition: Not considered Being considered
 In progress Not applicable

Accessibility for Review Visit: Yes, with permission Yes, unrestricted
 No

Present Use (Please check all those that apply):

- Commercial Educational Entertainment Governmental Industrial
 Military Museum Park Private Residence
 Religious Scientific Transportation Other, or Vacant

Condition: In your opinion is the condition of the item submitted for landmarking:
 Excellent Good Fair Deteriorated Ruins Unexposed

Alterations/Location of Building or Structure: If your submission is for a building or structure rather than a site or object, as far as you can determine, is it:

- Unaltered Altered On Original Site Moved From Original Site

If you indicated that it was moved from its original site, please provide the date the building or structure was moved to its current site if known: _____. I don't know

III. Criteria for Landmark Designation.

Properties may be recommended for landmarking if they meet certain criteria established by ordinance. By checking the spaces below, please indicate any of the following criteria that you believe qualifies the submitted building, structure, site or object for landmarking.

Check All Statements That Apply to the Item Submitted for Landmarking	City of Springfield Landmarking Criteria
	A. Exhibits significant value as part of the historical heritage of the nation, State of Illinois or the City.
	B. Exhibits significant value as part of the archaeological heritage of the nation, State of Illinois or the City.
	C. Exhibits significant value as part of the cultural heritage of the nation, State of Illinois or the City.
	D. Exhibits significant value as part of the artistic heritage of the nation, State of Illinois or the City.
	E. Exhibits significant value as part of the social heritage of the nation, State of Illinois or the City.
	F. Exhibits significant value as part of some other heritage of the nation, State of Illinois or the City.
	G. Is associated with an important person or event in national, State or local history.
	H. Is representative of the distinguishing characteristics of architectural type, period, or method of construction.
	I. Is the notable work of a master builder, designer, architect, or artist.
	J. Is a work that possesses high artistic value or that represents a significant and distinguishable entity although its components may lack individual distinction.
	K. Is included in the National Register of Historic Places and/or the Illinois Register of Historic Places.
	L. Has yielded, or may be likely to yield, information important to pre-history, history or other areas of archaeological significance.

IV. Brief Description of Significance

Based upon the landmarking criteria you indicated as relevant in Section III of your application, please provide a **brief description** below as to why you believe that the property is significant and deserving of landmarking. You may attach additional sheets explaining the significance of this property and its landmarking if you desire.



The Springfield Historic Sites
Commission
c/o Historic Sites Liaison
800 East Monroe St., Room 108
Springfield, Illinois 62701-1629

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Fax: 217.789.2380
E-mail: teri.whitfield@cwlp.com

V. Attachments

To help in its review of this application, the Commission asks that you please provide the following information as attachments to this submission.

Required Attachments:

- An **outline map** of the property subject to landmarking. Delineate the boundaries and location of the property proposed for designation, and show the location of the building, structure, site or object requested for landmarking.
- A brief description of the **present and original physical appearance** of the building, structure, site or object.
- **Photographs** of the property showing all sides.
- The **legal description** of the property.

Optional and Helpful Attachments:

- Although not required, in reviewing your application it is helpful to know if the property has been included in any **existing historical surveys**. If it has, please provide the following: Name of historical survey(s) in which it was included; The type of historical survey(s). i.e., Federal, State, County, and/or local; The date the survey was conducted; The depository where the survey records can be found.
- If available, please provide any **major bibliographical references** to the property submitted that would provide a history of the property and support its significance for landmarking.

Submitting the Application for Landmarking:

Applications for landmarking, along with attachments, may be submitted by mail or delivered to the Springfield Historic Sites Commission in care of the Historic Sites Liaison at the address provided above.

Once received, time will be scheduled with the Historic Preservation Commission for review.

Questions regarding landmarking and the application process may be submitted to the Historic Sites Liaison at the address above, by calling the SHSC (217-789-2377), or by email at: teri.whitfield@cwlp.com.

VI. Applicant Contact Information

Name of Applicant requesting landmarking or submitting application *if different from the property owner*: _____

Address: _____

Preferred Phone Number: () _____ - _____ Best Time to Call _____

Email Address of Applicant: _____

VII. Signatures Necessary for Application Review

Please note that Springfield ordinance requires owner consent for a structure to be considered for landmarking.

Signature of Property Owner Authorizing Application (if not applicant):

_____ Date _____

Signature of Individual Preparing Application if not the Property Owner:

_____ Date _____