Date Received: _____

Property Address: _____

CITY OF SPRINGFIELD
HISTORIC SITES COMMISSION

L A N D M A R K I N G

A P P L I C A T I O N

800 East Monroe
Rooms 107 & 108

Springfield, IL 62701
(217) 789-2377

DATE SUBMITTED: _____

HISTORICAL STRUCTURE NAME: _____

COMMON ADDRESS OF STRUCTURE: _____

LANDMARK OR DISTRICT DESIGNATION: ORDINANCE

Under Chapter 101 of the City of Springfield 1988 Municipal Code, the Historic Sites Commission is empowered with the ability to recommend to the City Council certain structures within its jurisdiction for designation as Historical Landmarks.

Section 101.10 Criteria for Landmark Designation

The Commission shall consider the following criteria in determining whether to recommend an improvement for Landmark designation:

(a) Significant value as part of the historical, archaeological, cultural, artistic, social, or other heritage of the Nation, State, or City;

(b) Association with an important person or event in national, state, or local history;

(c) Representative of the distinguishing characteristics of architectural type, period, or method of construction, or the notable work of a master builder, designer, architect, or artist, or a work that possesses high artistic value or that represents a significant and distinguishable entity although its components may lack individual distinction;

(d) Any additional criteria established by the rules promulgated by the Commission.

(Ord. No. 76-2-92, Feb. 4, 1992)

LANDMARK OR DISTRICT DESIGNATION: PROCESS

I. Chapter 101.13 Process may be initiated by the owner or the Historic Sites Commission by no less than eight votes.

II. If an interested third party wishes the Commission to initiate the landmarking process, a formal request to the Commission for consideration should include information comparable to #1 through #13 in the application. The Commission will notify the owner to begin process.

III. Once the owner or the Commission initiates a request, a favorable vote of no less than eight members is required to start the designation process (101.13). The application is passed from the Commission to the Registry Committee.

IV. The Registry Committee, upon receipt of request to landmark or designate a district, shall:
   A. By certified mail, notify, or attempt to notify, the owner or his/her representative that a request to landmark or district has been submitted. (101.11).
   B. Note that an application for landmarking or districting has been initiated (101.11).
   C. Request owner's written preference- consent or oppose.
   D. If consent given- request made to the owner or interested representative, information necessary to complete the application and a historical analysis report.
   E. The Registry Committee is provided with copies of the application. Discussions are held with all interested parties.

V. Upon notification to the secretary by the chairman of the Registry Committee, the secretary shall (101.14 A.1):

   A. Schedule a full Commission meeting to review the recommendation of the Registry Committee. If it is determined that the property considered does not merit a public hearing, the secretary shall notify the owner and applicant within 30 days. The notification shall contain a formal denial and factual basis for denial.
   B. Schedule a public hearing if the Commission finds the application merits further consideration.
   C. Schedule a public hearing if the owner(s) or applicant(s) is/are entitled to a public hearing in spite of denial by the Commission.

VI. Public Hearing (101.14 A.2)

   A. The secretary shall notify, in writing, the owner as to the date, time, place and purpose of the hearing.
   B. Notification shall be made by certified mail not less than 15 days in advance of the hearing date.

C. A notice of the public hearing describing property, setting forth date, place and purpose of the hearing shall be posted or a notice may be prominently posted on the properties.

D. The applicant shall submit to the commission 10 days prior to the public hearing a completed application, a visual presentation of the significant improvements of the property and proposals for preservation.

VII. If the Commission recommends designation (101.14 A.2):

A. The secretary shall inform the Mayor of the Commission's recommendation with the accompanying application and background material.

B. The Mayor's Office shall then cause a proposed ordinance to be drafted.

C. The proposed ordinance shall be submitted to the City Council for presentation, copies will be provided to the owner and interested parties.

VIII. Council Action

A. Following first reading by the City Council, the proposed ordinance shall be referred to the proper Committee for consideration.

B. On second reading, the City Council shall accept or reject the Committee recommendation.

LANDMARK OR DISTRICT DESIGNATION: INFORMATION

1. **Structure Name:**

   Historic:

   Common:

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

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

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

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

Category	Ownership	Status	Public Acquisition
__ district	__ public	__ occupied	__ in progress
__ building(s)	__ private	__ unoccupied	__ being considered
__ structure	__ both	__ work in progress	
__ site			
__ object			

Accessible	Present Use	
__ Yes	__ agriculture	__ museum
__ Yes: unrestricted	__ commercial	__ park
__No	__ educational	__ private residence
	__entertainment	__ religious
	__ government	__ scientific
	__ industrial	__ transportation
	__ military	__ 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:**

Check One		Check One	Check One
__ excellent	__ deteriorated	__ unaltered	__ original site
__ good	__ ruins	__ altered	__ moved/date _____

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

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

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

_____ _____
Specific Dates Builder/ Architect

13. **Statement of Significance:** (Using additional pages as necessary, write a written summary describing the significance of the structure(s) being designated. Relate description to above areas of significance.).

14. **Major Bibliographical References**

15. **Form Prepared By:**

Name: _____

Title: _____

Phone #: _____ (day) _____ (night)

_____

Organization Date

_____

Property Owner Date

17. **Submission of Application:**

Mail or deliver to:

Springfield Historic Sites Commission
800 E. Monroe Street, Room 107
Springfield, Illinois 62701
Attention: Sharon Johnson/ Historic Sites Commission Coordinator

Questions:

Teri Whitfield/ Historic Sites Commission Coordinator
(217) 789-2377, ext 475
teri.whitfield@cwlp.com