



Application for Historic Landmark Designation

HISTORIC PRESERVATION COMMISSION

Although there is no fee to file an application for Historic Landmark Designation, **the Applicant is responsible for paying the cost of legal publication fees.** Estimated costs for these fees usually run between \$75.00 and \$225.00. The applicant will be billed separately by the News-Gazette.

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date Application Filed _____ Case No. _____

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

1. APPLICANT CONTACT INFORMATION

Name of Applicant(s): _____ Phone: _____

Address (*street/city/state/zip code*): _____

Email Address: _____

Property interest of Applicant(s) (*Owner, Contract Buyer, etc.*): _____

2. OWNER INFORMATION

Name of Owner(s): _____ Phone: _____

Address (*street/city/state/zip code*): _____

Email Address: _____

3. PROPERTY INFORMATION

Location of Subject Site: _____

PIN # of Location: _____

Lot Size: _____

Current Zoning Designation: _____

Current Land Use (*vacant, residence, grocery, factory, etc.*): _____

Present Comprehensive Plan Designation: _____

Legal Description (*If additional space is needed, please submit on separate sheet of paper*): _____

Date of Construction of Structure: _____

Attach a map showing the boundaries and location of the property proposed for nomination.

Attach photographs showing the important structures or features of the property or structure

Indicate which of the following criteria apply to the property or structure (***check all that apply***). Additionally, attach a statement that describes the proposed landmark and its historic significance; list reasons why it is eligible for nomination; and show how the proposed landmark conforms to the criteria for designation (*see attached Suggested Format*).

- Significant value as part of the architectural, artistic, civic, cultural, economic, educational, ethnic, political, or social heritage of the nation, state or community;
- Associated with an important person or event in national state or local history;
- Representative of the distinguishing characteristics of an architectural type inherently valuable for the study of a period, style, craftsmanship, method of construction or use of indigenous materials and which retains a high degree of integrity;
- Notable work of a master builder, designers, architect or artist whose individual genius has influenced an area;
- Identifiable as an established and familiar visual location or physical characteristics;
- Character is 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;
- Yields, or may be likely to yield information important in history or prehistory

NOTE: If additional space is needed to accurately answer any question, please attach extra pages to the application.

By submitting this application, you are granting permission for City staff to post on the property a temporary yard sign announcing the public hearing to be held for your request.

CERTIFICATION BY THE APPLICANT

I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief.

Applicant's Signature

Date

PLEASE RETURN THIS FORM ONCE COMPLETED TO:

City of Urbana
Community Development Department Services
Planning Division
400 South Vine Street, Urbana, IL 61801
Phone: (217) 384-2440
Fax: (217) 384-2367

URBANA HISTORIC PRESERVATION COMMISSION
Suggested Format for Content and Organization of “Statements”
For Property Located in a Proposed Historic Landmark

Summary Paragraph

- Criteria which apply to subject property
- Introductory or background statement about significance of subject property
- Statement of integrity

Property Description

- Architectural style
- Date of construction; date of major modifications
- Name of architect and builder, as available
- Construction materials (foundation, walls, roof shape/material)
- Description of building elements: number of stories, window type and shape, porches, entrances, etc.
- Description of unique architectural elements
- Alterations or additions to building
- Missing or removed architectural features
- Outbuildings and important landscape or streetscape features

History

- Brief community background (downtown development, neighborhood development, etc.)
- Discussion of property as it relates to the development of the community
- Important people associated with the property
- Important events associated with the property

For Architectural Significance

- Background of the style and/or architect
- Why/how the building reflects the style and/or architect’s work
- Other works in the community/elsewhere by same architect; discuss briefly

Context

- Placement or location of property within the city/community
- Relationship to other properties of similar architectural style and date/era of construction