



# Application for a Neighborhood Conservation District

# PLAN COMMISSION

**The application fee must accompany the application when submitted for processing.** Please refer to the City's website at <http://www.urbanaininois.us/fees> for the current fee associated with this application. **The Applicant is also 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.: \_\_\_\_\_

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## 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. PROPOSED DISTRICT INFORMATION

Name of Proposed District:

District Boundaries:

***Attach a map showing the boundaries and location of the proposed Neighborhood Conservation District.***

Minimum Eligibility Requirements. Does the proposed district meet all of the following requirements?

Consists of a minimum of twenty-five adjoining (touching or directly across a public right-of-way) zoning lots;

Boundaries designate a logical, coherent and cohesive district in terms of the physical location of the properties in relation to one another; and

Proposed district is predominantly residential in use or character.

Attach a statement describing the district and specifying the reasons the district needs to be conserved. The Urbana Plan Commission shall make a determination as to whether or not the proposed district has a cohesive and identifiable visual setting, character or association, as determined by the following criteria:

- a. Representing the traditional character of Urbana neighborhoods through architecture; building scale, massing, setbacks, and orientation; or streetscape design;
- b. Exemplifying a neighborhood development pattern significant to the cultural history or tradition of Urbana; or
- c. Containing an identified unique or unusual physical character that creates distinctiveness.

Attach a statement and description of the desired outcome of the designation, including any expectations for conservation district design guidelines. Actual guidelines will be prepared in consultation with City Staff. The Urbana Zoning Ordinance specifies the following purposes for establishing a Neighborhood Conservation District. Within the attached statement, please state which apply to the proposed district and why:

- a. Conserve the unique characteristics, including architectural, historical and aesthetic qualities, of older neighborhoods;
- b. Provide for design review of new construction and alteration of existing buildings to ensure compatibility with the existing character of the district;
- c. Encourage the retention and rehabilitation of existing structures in older neighborhoods;
- d. Encourage reinvestment in older neighborhoods;
- e. Protect the setting and context of historic landmarks and historic districts in close proximity to or surrounded by neighborhood conservation districts; and
- f. Promote quality architectural innovation appropriate to a neighborhood.

Complete the attached charts.

### **Conservation District Property List**

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Please provide the owner of record for all of the parcels included in the proposed neighborhood conservation district. (*Attach additional sheets as necessary.*) If you need assistance please contact the Planning Division at (217) 384-2440.

<b>No.</b>	<b>Parcel Index Number</b>	<b>Common Street Address</b>	<b>Owner of Record</b>

**Owner Consent to Formation of a District**

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An owner signature representing at least 15 percent of the lots within the proposed district is required to nominate a district. (*Attach additional sheets as necessary.*)

An owner’s signature indicates consent to the proposed neighborhood conservation district described on the attached boundary map. Each property may only have one signature, and only if a controlling majority of owners consent to the formation of the district.

No.	Parcel Index Number	Common Street Address	Owner Name	Owner Mailing Address	Owner Signature

***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, and that I am either the property owner or authorized to make this application on the owner's behalf.

\_\_\_\_\_  
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