



Local Historic Landmark/District Application

City of Peoria Historic Preservation Commission

Property Information:

(The property proposed for designation. For a district, give a location such as 800 block of NE Perry or give the district a name.)

Address: _____

Applicant: (The person/organization applying.)

Name: _____

Company/Neighborhood Association: _____

Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: (_____) _____ Email: _____

Applicant Signature: _____ Date: _____

Additional Required Information:

- Include a map that identifies the boundaries of the property proposed for designation.
- Include labeled, color pictures of each of the properties proposed for designation.
- If you desire to prepare the application on a computer or typewriter, sheets may be attached, but please use the following pages as an outline and indicate all data in the order it is requested on the following pages to maintain consistency. All information is required.

LANDMARKS

For the property to be designated complete the following pages:

DISTRICTS

For each individual property to be designated complete the following pages. Make copies if necessary:

Also provide on a separate sheet and narrative that describes the distinguishing characteristics of the proposed district and setting forth reasons in support of designation. Specifically, it is helpful to the petition to indicate how the area is significant in terms of local or national development methods and trends, local or national individuals/residents, or architectural styles.

The narrative must show how the proposed district meets one or more of the designation criteria (Section 16-38 of the Historic Preservation Ordinance).

Individual Property Information: (The individual property(ies) proposed for designation.)

Address: _____ Zip Code _____

Tax ID Number: _____-_____-_____-_____

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Owner: (Skip this section if the applicant and owner information is the same)

Name: _____

Company/Neighborhood Association: _____

Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: (_____) _____ Email: _____

Owner Signature: _____ Date: _____

Does the owner consent to designation? (circle one) (yes) (no)

How was the owner contacted? _____

Legal description of the property to be designated:

Physical & Historical Characteristics:

Provide a statement describing the distinguishing characteristics of the property and setting forth reasons in support of designation. ***The written statement must show how the proposed designation meets one or more of the designation criteria (Section 16-38 of the Historic Preservation Ordinance) and address the following items.*** Contributing structures do not need to individually meet one or more criteria. However, they collectively may satisfy one or more of the criteria.

DESIGNATION CRITERIA (Section 16-38)

- (a) The historic preservation commission shall upon such investigation as it deems necessary, make a determination as to whether a nominated property, structure or area meets one or more of the following criteria.
1. Its character, interest or value as part of the development, heritage or cultural characteristics of the city, the county, the state or the United States of America deems it historically significant.
 2. Its location as a site of a significant local, county, state or national event.
 3. Its identification with a person who significantly contributed to the development of the city, the state or the nation.
 4. Its embodiment of distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction or use of indigenous materials.
 5. Its identification as the work of a master building designer, architect or landscape architect whose individual work has influenced the development of the city, the state or the nation.
 6. Its embodiment of elements of design, detailing, or craftsmanship that render it architecturally significant.
 7. Its embodiment of design elements that make it structurally or architecturally innovative.
 8. Its unique location or singular physical characteristics that make it an established or familiar visual feature.
 9. Its character as a particularly fine or unique example of a utilitarian structure with a high level of integrity or architectural significance.
 10. The owner(s) consent.
- (b) Any structure, property or area that meets one or more of the above criteria shall also be suitable for preservation or restoration and have sufficient integrity of location, design, materials, and workmanship to make it worthy of preservation or restoration.

Filing Instructions and Information:

- 1) Fully completed applications must be received at least 28 days prior to the next regularly scheduled meeting to be included on the agenda. Partial or Incomplete applications will not be accepted.
- 2) \$50.00 Application fee (Fee is waived if the application is submitted by an approved neighborhood association. Documentation is required that verifies the validity of the association.)
- 3) The first step to designation is preliminary review. The applicant and owners of the property will be notified of the preliminary review. The application will be reviewed at a preliminary review to determine if the proposed designation warrants further discussion for adoption as a local historic landmark. If it is determined that additional review is necessary, the proposal will be heard at a public hearing.
- 4) 15 days prior to the public hearing, the applicant and all properties within 250 radial feet of the subject property will receive notice of the meeting.
- 5) The Historic Preservation Commission has regularly scheduled meetings the fourth Wednesday of each month at City Hall, 419 Fulton St, Room 400, Peoria, IL at 8:30 AM.
- 6) The format for the meeting follows:
 1. Chairperson proceeds with swearing in procedures
 2. Chairperson announces the case
 3. Staff enters case into the record
 - a. Staff presents case
 - b. Staff answers questions from the Commission
 4. Petitioner presents case and answers questions from the Commission
 5. Chairperson opens the meeting to the public
 6. Public comments – Chairperson may ask for response/input from staff and petitioner
 7. Petitioner presents closing statements
 8. Public testimony is closed (No further public comment)
 9. Commission deliberates and may consult staff
 10. Commission prepares findings, if applicable
 11. Commission votes

Application and inquires should be submitted to:

Zoning Administrator
City of Peoria Development Center
419 Fulton Street, Room 300
Peoria, IL 61602-1217

Phone: 309/494-8600
Fax: 309/494-8680