
Nomination Application – Landmark

What is this application form for?

Nomination applications for landmarks are used to ask the City to study an individual property for historic designation. They are discussed in a public hearing before the Heritage Preservation Commission. This form is for:

- Nominations of a potential historic landmark
- Nominations to amend the period of significance, criteria of significance, or to expand the boundaries of a designated landmark
- People who are allowed to nominate a property in the City including the Mayor, Council Member, Heritage Preservation Commissioner, Planning Director, or person who owns or has legal rights to the nominated property

There is no fee for this application.

Preparing Your Application

What do I need to include?

Your application must have **all** the following items to be complete:

	Pre-application meeting with your assigned planner
	Completed Application Worksheet and Signature Section (go to page 3)
	Current color photos (two photos per page) that show the exterior (all sides) and interior, if available, of all buildings and structures
	Written statement on how the property meets the Required Findings (go to page 2)
	Copies of the email or letter sent to the property owner (if you are not the owner), applicable <u>neighborhood group</u> , <u>City Council member</u> containing all the following information: <ul style="list-style-type: none">• Application Name: Nomination Application – Landmark• Applicant name, address, telephone number, and email address• Property address(es)• Short description of nominated historic landmark, its significance, and historic integrity

Your application also needs these supporting documents for a landmark nomination:

What you need:	What it is:
Potential Historic Resource decision <i>This is not required for the Mayor and Council Members</i>	Email or letter from City staff that confirms the property is a potential historic landmark.
Reason for nomination	Explain why you think these properties should be considered a historic landmark.
Boundary map	Clearly outlined map and why you think these are the boundaries of the property.
Physical description	Describe what the property looks like, including its height, materials, and any special features.
Historic background	Share what you know about the property's history, including who built it, when it was built, who lived or worked there, and any important events.
Statement of significance <i>This is finding #2</i>	How does the property meet at least one criterion for local historic designation?
Statement of historic integrity <i>This is finding #3</i>	How does the property reflect the time period in which it was significant?
Nomination amendments <i>This is only for amending a current designation</i>	Written explanation and map, if applicable, to show why the period of significance or criteria of significance should be changed and/or why the boundary should be expanded.

Required Findings

What are findings?

Findings for this application type are written statements that explain why a property is important and should be considered for nomination as a landmark. The nomination needs to meet the findings in order for the City to recommend a designation study.

Instructions

Write answers to the three (3) statements to explain how your nomination supports the findings. Send them as a separate document with your application:

1. The information provided is sufficient to recommend a designation study.
2. The property or collection of properties meets at least one (1) local criterion contained in section 599.710 to be studied as a historic landmark or district.
3. The property or collection of properties retains sufficient historic integrity to be studied as a historic landmark or district.

Nomination Application – Landmark Worksheet

Please complete the following worksheet:

Property Name		
Property Information	Address(es)	
	<u>Property identification number(s)</u>	
Property Owner	Name	
	Mailing address	
	Phone number	
	Email	
Applicant <i>This is the main contact for the project. If you're not the owner, you must be allowed to apply.</i>	Name	
	Mailing address	
	Phone number	
	Email	

Signature Section

Please complete the signature section below:

I confirm that everything in this application is true and complete. I understand that if anything is missing or incorrect, it could delay or stop the review of my application. When I submit this application, I give the Department of Community Planning and Economic Development permission to review the application.

Applicant's name (print): _____

Applicant's signature: _____

Date: _____

Check the box that shows your authorized nominator role? (check one)

<input type="checkbox"/>	Mayor
<input type="checkbox"/>	Council Member
<input type="checkbox"/>	Heritage Preservation Commissioner
<input type="checkbox"/>	Planning Director
<input type="checkbox"/>	Person with legal or equitable interest in property

Submitting Your Application

How do I submit my application?

Put the documents together into one PDF. Email the PDF (must be under 20MB total) to your assigned planner. After emailing your application to your assigned planner, they will send you a project number that looks like this: **PLAN12345**.

What happens next?

City staff will make sure everything is included **within 15 business days**. They will let you know in writing if anything is missing. They might ask for more information while they review your application. Once they determine that your application is complete, they will contact you with your scheduled public hearing date before the Heritage Preservation Commission.

Public Hearings

What is a Heritage Preservation Commission public hearing?

A public hearing is a formal meeting where the Heritage Preservation Commission (HPC) hears from the public on a specific project before making a decision. Public hearings are required by law for certain applications. All final decisions of the HPC can be appealed to the City Council.

Example public hearing schedule:

- City staff send public notices three (3) weeks before the HPC meeting.
- About one week before the HPC meeting, City staff publish the meeting agenda with staff reports and recommendations.
- The HPC meeting occurs on a Tuesday at 4:30 p.m.
- After the HPC makes a decision, there is a 10-calendar day appeal period. Anyone can file an appeal.
- If no appeal is filed, the HPC's decision is final.
- If an appeal is filed, the final decision will be delayed by about 4-6 weeks, depending on the City Council calendar.