

# VILLAGE OF LOMBARD

## HISTORIC PRESERVATION COMMISSION

**--- APPLICATION FOR LOCAL LANDMARK DESIGNATION ---**
 **LANDMARK SITE**
 **LANDMARK DISTRICT**
**PROPERTY INFORMATION**

Address of Subject Property: \_\_\_\_\_

P.I.N. No(s): \_\_\_\_\_ Area of Property (in acres): \_\_\_\_\_

Date of Construction: \_\_\_\_\_ Architect: \_\_\_\_\_ Builder: \_\_\_\_\_

**OWNER INFORMATION**

Owner(s) of Property: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT INFORMATION (IF DIFFERENT FROM PROPERTY OWNER)**

Applicant Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship of applicant to property: \_\_\_\_\_

I request that the property for which this application is submitted be considered for recognition as a local landmark based upon the following criteria, as set forth in Section 32.079 of the Village Code (check all that apply):

 The character, interest, or value as part of the development, heritage, or cultural characteristics of the village.

 The identification with a person or persons who significantly contributed to the cultural, economic, social, or historical development of the village.

 The architectural significance of a building which is at least 50 years of age and is a good example of a specific architectural style containing distinctive elements of design, detail, materials, or craftsmanship, or is an example of a style which had an impact on the community. Such a building must retain much of its original architectural integrity.

 The archeological importance of a site which has yielded, or may be likely to yield, information important in pre-history or history.

ALL INFORMATION ON THIS APPLICATION, TO THE BEST OF MY KNOWLEDGE, IS TRUE AND CORRECT:

 \_\_\_\_\_  
 name of owner (printed)

 \_\_\_\_\_  
 name of applicant (printed)

 \_\_\_\_\_  
 signature of owner

 \_\_\_\_\_  
 date

 \_\_\_\_\_  
 signature of applicant

 \_\_\_\_\_  
 date

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### --- APPLICATION FOR LOCAL LANDMARK DESIGNATION ---

#### APPLICATION PROCESS

The Historic Preservation Commission meets on the third Tuesday of January, April, July, and October. **Applications for local landmarks (including all supporting documentation) must be submitted to the Community Development Department at least three weeks in advance of the meeting date.** After receiving an application, the Commission will make a preliminary conclusion if a site meets one or more of the criteria for designation. If one or more criteria are deemed to be met, the Commission will schedule a public hearing. This public hearing will generally be conducted within three to five weeks following the preliminary conclusion. Following the public hearing, the Commission will then have a follow-up meeting and forward its recommendation to the Village Board. The Village Board has the final authority to approve or disapprove local landmark applications. Due to the four necessary public meetings, the entire process can be expected to take approximately three to five months (depending on when the application is submitted).

#### SAMPLE APPROVAL TIMELINES

Application submitted:	September - December	December - March	March - June	June - September
Historic Preservation Commission meeting (for preliminary conclusion):	3rd Tuesday in January	3rd Tuesday in April	3rd Tuesday in July	3rd Tuesday in October
Public hearing:	February	May	August	November
Historic Preservation Commission meeting (for recommendation):	February	May	August	November
Village Board consideration:	March	June	September	December

#### SUBMITTAL REQUIREMENTS

The following documentation must be completed and submitted to the Community Development Department a minimum of **three weeks prior** to the initial Historic Preservation Commission meeting:

- Completed Application for Local Landmark Designation, signed and including all requested information.
- One copy of a *PLAT OF SURVEY* and *LEGAL DESCRIPTION* for the subject property.
- Narrative information explaining the property’s historical significance and architectural features, as well as specific details on how the property meets one or more of the following criteria:
  - The character, interest, or value as part of the development, heritage, or cultural characteristics of the village.
  - The identification with a person or persons who significantly contributed to the cultural, economic, social, or historical development of the village.
  - The architectural significance of a building which is at least 50 years of age and is a good example of a specific architectural style containing distinctive elements of design, detail, materials, or craftsmanship, or is an example of a style which had an impact on the community. Such a building must retain much of its original architectural integrity.
  - The archeological importance of a site which has yielded, or may be likely to yield, information important in pre-history or history.
- Additional documentation, plans, or photographs.

#### AFTER APPROVAL

The Historic Preservation Commission will assist the property owner in scheduling the installation of the bronze “Local Landmark” plaque.

***Prior to undertaking any alterations to a landmark site (regardless of whether or not the alterations require a building permit), the property owner must receive a Certificate of Appropriateness from the Historic Preservation Commission. The Certificate of Appropriateness must be requested in writing at least three weeks in advance of the desired Historic Preservation Commission meeting date and must be accompanied by a detailed description and/or building plans for the proposed alterations. Maintenance is not considered an alteration.***