

# CITY OF WASHINGTON, ILLINOIS

## HISTORIC DISTRICT DESIGNATION APPLICATION

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

List the addresses of properties within the proposed district that are Historic Landmarks (use the back, if necessary):

_____	_____
_____	_____
_____	_____

### PLEASE ATTACH:

- The names and mailing addresses of all of the property owners within the proposed district.
- A map delineating the boundaries of the area to be designated.
- Documentation that the property owners have been notified or consent to the application for designation or decertification. The application must have the consenting signatures of at least 51 percent of all of the property owners within the proposed district.
- Application fee of \$100 payable to the City of Washington.
- A description and photographs of each side and of any significant exterior architectural features of all properties in the district that should be protected. City staff or the Historic Preservation Commission may ask for permission to take additional photographs to help determine the historical integrity of any of the structures, if necessary.
- Any other information deemed necessary by the Historic Preservation Commission, including but not limited to, plans, drawings, elevations, and specifications.
- One hardcopy and one digital copy of the application and supporting materials.

**PUBLIC HEARING:** The application and supporting materials must be submitted to the Planning and Development Director. Your case will be scheduled for a public hearing by the Historic Preservation Commission. You will present your request at the Commission meeting.

FOR OFFICE USE ONLY

Date Application Completed: \_\_\_\_\_

Case No. \_\_\_\_\_

## Standards for District Designation

No Historic District designation shall be recommended by the Historic Preservation Commission unless the Commission finds that the District meets the following Standards:

- The proposed district contains one or more historic landmarks and contains such other buildings, places, or areas within its definable geographic boundaries which, while not of such historic significance to be designated as landmarks, nevertheless contribute to the overall visual characteristics of the landmark or landmarks located in the proposed district;
- The proposed district contains a significant number of structures meeting any or more of the standards for designation of a landmark under Section 154.605 of the City Code;
- The proposed district demonstrates a sense of time and place unique to the City of Washington, and/or;
- The proposed district exemplifies or reflects the cultural, social, economic, political, or architectural history of the nation, the state, or the community.

## Procedures for District Designation

- Only the owner of property that is located within the proposed district, a Historic Preservation Commission member, or member of the City Council may file an application.
- At least one public hearing must be heard on the proposed designation. A hearing notice must be published at least 15 days, but not more than 30 days, in advance of the hearing.
- Written notice of the date, time, place, and purpose of the public hearing shall be given to the owners of record of the properties which are proposed to be designated as a district.
- The Commission shall receive public comment and the public hearing and review and evaluate the application according the Standards listed above. The Commission shall make specific findings of fact with regard to the above Standards and a written recommendation on each application shall be made to the City Council.
- All action of the Commission to recommend or not recommend the district designation shall be made by a resolution passed by the Commissioners then in attendance.
- The City Council must vote to approve or not approve the Historic District designation.

***Certification:*** *To the best of my knowledge, the information contained herein, and on the attachments, is true, accurate, and correct, and substantially represents the existing features and proposed features. Any error, misstatement, or misrepresentation of material fact or expression of material fact, with or without intention, shall constitute sufficient grounds for the revocation or denial of the proposed Historic District. City staff or the Historic Preservation Commission can take additional exterior photographs on any of the properties after notification has been issued and consent given for such need, if necessary.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please contact Jon Oliphant, Planning & Development Director, at 444-1135 with any questions.**