



Landmark Designation Application

City of Park Ridge

Community Preservation and Development Department . 505 Butler Place . Park Ridge, IL . 60068
Phone: (847) 318-5291 . Fax: (847) 318-6411 . www.parkridge.us

Case Number: _____

Subject Property Information:

Address: _____ Zoning District: _____

Legal Description (can attach separate sheet): _____

Applicant Information:

Name: _____ Phone: _____

Address: _____ E-mail: _____

Owner of Record Information:

Name: _____ Phone: _____

Address: _____

Summary of Nomination (may attached additional pages) : _____

I hereby certify, as the undersigned applicant, that the above statements and attached documentation are true and correct to the best of my knowledge.

Signature of Applicant

Date

Minimum Filing Requirements

By completing this application you will be in accordance with the provisions of the Historic Preservation Ordinance. The application must be accompanied by the following, unless specifically waived by the Director of Community Preservation and Development.

1. **Application.** Provide all required information and the appropriate signature(s).
2. **Proof of ownership. Applies to the subject property or properties, consisting of a warranty deed, title certificate or title insurance verification (photocopy). If the applicant is not the owner, a signed statement by the owner must be submitted certifying acknowledgement of the application.**
3. **Affidavit.** Execution of an affidavit consenting to the proposed designation by the owner or owners of the site on a form provided by the City.
4. **Applicant Disclosure Statement.** Complete a statement regarding ownership interest.
5. **Plat of Survey:**
 - a. The Plat must show all parcels or lots, in whole or in part, comprising the subject property, the actual dimensions of the parcels and all existing structures.
 - b. The plat must be to scale and noted as such.
 - c. The plat must be current as evidenced by the date of the survey, within six months of the application date, or
 - d. An older dated plat may be accompanied by a sworn affidavit of the applicant as to the accuracy of the plat.
6. **Photos** of the exterior of the subject property or properties. Photos should be of all four sides of the subject property, presented as a straight on image, or an angled image. Photos of the adjacent properties are optional. *Staff will also take photos of the property for the staff report.*
7. **Provide a statement describing how the nomination would satisfy the following landmark designation standards (as noted in Section 23-3-1 of the Municipal Code):**
 - a. The site's significance with respect to the historic, cultural, artistic, social, ethnic or other heritage of the nation, state, or community.
 - b. The site's significance as it may be representative of an architectural or engineering type lending itself to the study of a style, period, craftsmanship, method of construction or use of indigenous materials.
 - c. The site's association with an important person or event in national, state or local history.
 - d. The site's identity as a notable work of a master builder, designer, architect or artist whose individual genius has influenced an era.
 - e. The site's identity as an established and familiar visual feature in the community owing to its unique location or physical characteristics.
 - f. Criteria promulgated by the U.S. Department of the Interior for the National Register of Historic Places.
 - g. The preference of the owner.
 - h. The economic and functional potentials of the site.

Paragraphs (A) through (F) must be supported by a detailed narrative: (1) authored by a recognized authority in the field of significance; or (2) which refers to and describes historical texts or historical records. (The Commission shall have the sole authority to determine whether or not a person is a recognized authority).
8. **Notification requirements.** The applicant shall publish a legal notice in a local newspaper between 15-30 days prior to the public hearing. Separately, the applicant shall notify the owner or owners of the subject property(s) as to the date, time, place and purpose of the hearing. *Reach out to staff for assistance.*
9. **Submission.** Submit the original application (with the original signature) and all supporting documents in one (1) PDF file to staff in Community Preservation & Development.
10. **Fee.** A check payable to the City of Park Ridge shall accompany each application in the amount of \$100.
11. Any other information or documentation required by the Director of Community Preservation and Development.

**If designation is granted, a copy of the ordinance will be recorded with the County Recorder of Deeds.*