



**HISTORIC PRESERVATION
APPLICATION:
LANDMARK DESIGNATION**



**CITY OF CRYSTAL LAKE
HISTORIC PRESERVATION
COMMISSION**

CITY OF CRYSTAL LAKE APPLICATION FOR DESIGNATING A HISTORIC LANDMARK

The attached application and information relates to the requests for designating properties as historic landmarks within the City of Crystal Lake:

Any person, group, or association may request historic landmark designation for any site or structure which is located within the corporate limits of Crystal Lake and which may have historic significance as set forth in the criteria for evaluation. The property owner's consent is not a prerequisite to filing the application or as a condition of landmark designation.

Applications must be filed with the City of Crystal Lake Planning and Economic Development Department on the form provided. Those individuals wishing guidance or advice in completing the application should contact the Planning and Economic Development Department staff.

Within sixty (60) days after filing the application for landmark designation, the Historic Preservation Commission will hold a Public Hearing on the question of the proposed landmark.

Prior to the Public Hearing on the application, staff in the Planning and Economic Development Department will conduct a study of the site or structure proposed for landmark designation and make a report containing preliminary findings on the historic, architectural, and aesthetic significance of the site or structure.

LEGAL NOTICE

Notice of the Public Hearing (sample attached) shall be published at least once not less than fifteen (15) days nor more than thirty (30) days prior to the date of the hearing in the Northwest Herald newspaper. The notice must be submitted to the Planning and Economic Development Department for approval prior to submitting the notice to the newspaper. The notice must be delivered to the Northwest Herald Classified Department at least two (2) business days prior to the date on which the legal notice is to be published.

SIGN POSTING

The applicant shall, no later than fifteen (15) days in advance of the Public Hearing, post on the site or structure being considered for designation as a landmark, a sign no smaller than four (4) square feet, subject to the consent of the property owner. Said sign shall state that the site or structure is being considered for designation as a landmark, and shall bear the information required to be contained in published notices.

The signs are provided by the City Planning and Economic Development Department and cost \$7.50.

CERTIFIED LETTERS NOTIFICATION

The application shall also give written notice, fifteen (15) days in advance of the Public Hearing, to the person(s) to whom the current real estate tax bills are sent, as shown on the record of the county real estate tax collector, of all tax parcels, whether tax exempt or not, lying immediately adjacent to the property lines of the parcel of land on which the site(s) or structure(s) proposed for landmark designation is located. The applicant shall also give written notice to the property owner(s) of the subject property. The written notices shall be sent certified mail.

All published notices shall contain the number of assigned to the application, the place, the nature, the purpose, and the date and time of such hearing, and the common address or location of the site or structure, and the office address of the City where full information, including a legal description, may be obtained concerning the application.

At the time of the Public Hearing, the application shall produce such information as the Historic Preservation Commission may require including, but not limited to, the following:

1. All information required with the application.
2. A visual presentation of the significant site(s) or structure(s) on the subject property(s) together with information as to the age, condition, and use of each.
3. Proposals for preservation and enhancement of the property proposed for designation, if any.

APPLICANTS CHECKLIST - REQUIRED APPLICATION MATERIALS

Application Form/Maps and Photographs

Application Fee - \$25.00

Address, Property Index Number, and legal description. (Get PIN at City Hall - Planning and Economic Development Department. Get Legal Description from County Recorder of Deeds Office at the County Administration Building, 667 Ware Road, Room 109 (Route 47) in Woodstock or from Plat of Survey).

List of property owners adjacent to the property in question (excluding rights-of-way). Get these PINs at the County Assessor's Office and then look up the owners on the computer at the counter.

Notification Sign - \$7.50

Typed legal notice as per sample.

LANDMARK DESIGNATION - PROCEDURES

A public hearing is held by the Historic Preservation Commission (HPC) on the designation request. The HPC is a group of seven (7) volunteer citizens who make recommendations to the City Council on historic preservation issues. The HPC meets the first Thursday of each month. The public hearing is held at City Hall (100 West Municipal Complex, on Woodstock Street just west of Walkup Avenue) and begins at 8:00 pm.

When the Planning and Economic Development Department receives your application and required submittals, the Planning and Economic Development Staff will check the materials for completeness. Once the Planning and Economic Development staff has had time to review the property in question, the request will be scheduled for the next available Historic Preservation Commission agenda. You will be notified of this date as soon as possible after it is determined.

The applicant will type up a **legal notice** which must be published in the Northwest Herald no more than 30 nor less than 15 days prior to the scheduled public hearing. The Herald (located at 7717 S. Route 31, near Three Oaks Road, in Crystal Lake) must have the notice two (2) business days before the desired publication date. The Herald will bill the applicant for the cost of the legal notice, approximately \$45.00. The Herald will send you an **affidavit of publication**, which you should then submit to the Planning and Economic Development Department. If you fail to submit the notice to the newspaper by the deadline, the public hearing will be delayed.

Before you take the legal notice to the Herald, you should make copies of the notice for each property owner on your list of property owners adjacent to the property in question. These copies must be sent by certified mail to each property owner on the list. You must mail these notices no more than 30 nor less than 15 days prior to the scheduled public hearing. You will be responsible for the cost of this mailing.

When you pick up the notification sign from the Planning and Economic Development Department, you must give the Planning and Economic Development Secretary \$7.50 (if you have not already done so) for this sign. The sign must be posted on the property in question, in full public view, no more than 30 nor less than 15 days prior to the scheduled public hearing.

Approximately a week prior to the scheduled public hearing, you will receive a copy of the Planning and Economic Development staff report, which is also sent to the members of the Historic Preservation Commission. This staff report will contain a description of your request as well as additional commentary from City staff.

The applicant and the owner of the property in question may speak at the public hearing and the Commission may accept comments from all other interested parties. After all interested parties have spoken, the Commission will deliberate on the application and vote to recommend approval or denial of the landmark designation. The recommendation (and the findings) of the Commission will be forwarded to the City Council.

The City Council will then grant or deny the application for landmark designation. If the City Council approves the application for designation, a notice will be sent to the property owner, City Clerk's office and recorded with the County Recorder of Deeds.

At any time during this process, feel free to contact the Planning and Economic Development Department for help or information. The Planning and Economic Development Department is located at the Municipal Complex, 100 West Municipal Complex, Crystal Lake, Illinois, 60014 (815) 356-3615.

APPLICANTS CHECKLIST - REQUIRED APPLICATION PROCEDURE

1. Applicant submits completed application including required map and photographs. Planning and Economic Development staff checks for completeness.
2. Applicant submits legal notice for staff review.
3. Planning and Economic Development staff sets public hearing date.
4. Applicant picks up legal notice and makes copies for mailing to the adjacent property owners. Applicant sends one (1) copy (certified mail) to each of the adjacent property owners, no more than 30 nor less than 15 days prior to the scheduled public hearing.
5. Applicant submits the same legal notice to the Northwest Herald by the deadline date specified by staff. The Herald must have the notice two (2) business days in advance of the desired publication date.
6. Applicant posts the notification sign on the property, in full view of the public along a public street, no more than 30 nor less than 15 days prior to the scheduled public hearing.
7. The Historic Preservation Commission public hearing is held. The HPC makes a recommendation on the designation request.
8. The City Council decides on the requests.

9. If the designation is approved, a notice will be sent to the property owner and the City Clerk's office and recorded with the County Recorder of Deeds.

The designated landmark is subject to the issuance of Certificates of Appropriateness. A Certificate of Appropriateness shall be required for alterations, construction, removal or demolition of a proposed landmark from the date the application is filed until the final disposition of the request.

SAMPLE LEGAL NOTICE

BEFORE THE HISTORIC PRESERVATION COMMISSION OF
THE CITY OF CRYSTAL LAKE

IN THE MATTER OF THE APPLICATION OF

Applicant's Name

City Assigned File #

LEGAL NOTICE

Notification is hereby given in compliance with the Historic Preservation Ordinance of the City of Crystal Lake, Illinois, that a public hearing will be held before the Historic Preservation Commission of the City of Crystal Lake upon the application of _____ relating to the following described real estate: Applicant's Name

Commonly known as _____(Address of the property)____, Crystal Lake, Illinois.

This application is filed for the purpose of seeking landmark designation.

A hearing on the said application will be held at 8:00 p.m. on (Date of hearing), at the Crystal Lake City Hall, 100 West Woodstock Street, located on Woodstock Street, at which time and place any person determining to be heard may be present. Complete information (including legal description) concerning this application may be obtained at the Planning and Economic Development Department at City Hall.

/s/ _____, Chair
Historic Preservation Commission
City of Crystal Lake

TO BE PUBLISHED IN THE NORTHWEST HERALD ON (DATE OF PUBLICATION)

PROJECT NUMBER: _____
CITY OF CRYSTAL LAKE
LANDMARK DESIGNATION
APPLICATION
Please type or print legibly

PROJECT TITLE: _____

PERSON(S) OR GROUP PROPOSING DESIGNATION:

NAME: _____

ADDRESS: _____

PHONE: _____

OWNER(S) OF PROPERTY(S) PROPOSED FOR DESIGNATION (as shown on the tax assessor's rolls):

NAME: _____

ADDRESS: _____

INDICATE OWNER(S) CONSENT TO PROPOSED DESIGNATION:

_____ YES _____ NO _____ UNKNOWN

ADDRESSES & PROPERTY INDEX NUMBERS (attach legal description): _____

ATTACH A WRITTEN STATEMENT DESCRIBING THE AREA AND PROPERTY(S) AND REASONS IN SUPPORT OF THE PROPOSED DESIGNATION AS STATED IN THE CRITERIA FOR DESIGNATION AS A HISTORIC LANDMARK@ (ATTACH DOCUMENTATION)

PLEASE PROVIDE A LIST OF SIGNIFICANT EXTERIOR ARCHITECTURAL FEATURES AND/OR OBJECTS THAT SHOULD BE PROTECTED:

ADDITIONAL DOCUMENTATION REQUIRED:

PLEASE PROVIDE A MAP DELINEATING THE BOUNDARIES AND LOCATION OF THE PROPERTY(S) PROPOSED FOR DESIGNATION, AS WELL AS PHOTOGRAPHS OF THE SITE, STRUCTURE, OR AREA.

CRITERIA FOR DESIGNATION AS A HISTORIC LANDMARK

The Historic Preservation Commission shall not recommend to the City Council a designation of a landmark or historic district unless it shall make findings based upon the evidence presented to it in each specific case that the proposed structure, building, object, site or area meets the following requirements:

- It is within the corporate boundaries of the City of Crystal Lake; and
- It is over fifty (50) years old, in whole or in part; and
- One or more of the following conditions exist:

GENERAL CONSIDERATION

- It has significant character, interest, or value as part of the historic cultural, aesthetic, or architectural characteristics of the City, the State of Illinois, or the United States;
- It is closely identified with a person or persons who significantly contributed to the culture or development of the City, the State of Illinois, or the United States;
- It involves the notable efforts of, or is the only example of work by a master builder, designer, architect, or architectural firm, or artist whose individual accomplishments has influenced the development of the City, the State of Illinois, or the United States;
- It has a unique location or single physical characteristic(s) that make it an established or familiar visual feature;
- Activities associated with it make it a current or former focal point of reference in the City;
- It is of a type associated with a use once common but now rare, or is a particularly fine or unique example of a utilitarian structure and possesses a high level of integrity or architectural significance;
- It is an area that has yielded or is likely to yield historically significant information or even prehistoric data;

ARCHITECTURAL SIGNIFICANCE

- It represents certain distinguishing characteristics of architecture inherently valuable for the study of a time period, type of property, method of construction, or use of indigenous materials;

- It embodies elements of design, detail, material, or craftsmanship of exceptional quality;
- It exemplifies a particular architectural style in terms of detail, material, and workmanship, and has undergone little or no alteration since its original construction or has been properly restored;
- It is one of the few remaining examples of a particular architectural style and has undergone little or no alterations since its original construction or has been properly restored;
- It is or is part of a contiguous grouping that has a sense of cohesiveness expressed through a similarity of style, characteristics, time period, type of property, method of construction or use of indigenous materials and accents the architectural significance of an area;
- The detail, material and workmanship of the structure, building, object, or site can be valued in and of themselves as reflective of or similar to those of the majority of the visual elements in the area;

HISTORIC SIGNIFICANCE

- It is an exceptional example of historic or vernacular style or is one of the few such remaining properties of its kind in the City;
- It is associated with an organization or group, whether formal or informal, from which persons have significantly contributed to or participated in the historic or cultural events of the City of Crystal Lake, State of Illinois, or the United States;
- It is associated with a notable historic event;
- It is associated with an antiquated use due to technological or social advances;
- It is a monument to or a cemetery of a historic person or persons.