



Application to Nominate—Landmark

Return Completed Form To: Planning Department, City of Champaign, 102 N. Neil St., Champaign, IL 61820

www.ci.champaign.il.us

CGTV Cable Channel 5

1. Applicant Information

Full Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

2. Owner Information

Full Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

3. Property Information

Common Street Address: _____

Property Index Number:
____ - ____ - ____ - ____

Legal Description of Property:

4. Applicant Signature

By signing this petition, you are certifying that you have read this application, have provided the necessary documentation as listed under the **Application Checklist**, and that you understand the information listed under the **Notice to Applicant** section.

Applicant Signature Date

Application Checklist

Please address the following items. Additional materials may be required during the review process. Incomplete applications will not be processed. Use the following checklist to confirm that your application is complete.

Complete

Application

- 1. Applicant Information.
- 2. Owner Information.
- 3. Property Information
- 4. Applicant Signature.
- 5. Nomination Criteria.

Attachments

- A. Location Map.
- B. Photographs & Slides.
- C. General Statement.

See Landmark Nomination Worksheet for additional information regarding these requirements.

FOR STAFF USE: Application Complete

Received By: _____

Case No.: _____



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5. Nomination Criteria

Indicate which of the following criteria apply to the property or structure (*check all that apply*):

- The property or structure has significant value as part of the historical, cultural, artistic, social, ethnic, or other heritage of the nation, state, or community.
- The property or structure is associated with an important person or event in national, state, or local history.
- The property or structure is representative of the distinguishing characteristics of an architectural type inherently valuable for the study of a period style, craftsmanship, method of construction, or use of indigenous materials.
- The property or structure is the notable work of a master builder, designer, architect, or artist whose individual genius has influenced an area.
- The property or structure is identifiable as an established and familiar visual feature in the community owing to its unique location or physical characteristics.
- The property or structure is one of the few remaining examples of a particular architectural style or use, or an example which clearly represents a major architectural style, and has undergone little or no alteration since its construction..

Attachments

- A. Attach a location map showing the boundaries and location of the property.
- B. Attach/enclose 5-8 color photographs of the property. Images should be digital in format, either on a disk or submitted via e-mail to the case manager. Each façade and any significant features of the property or structure should be shown in the set of photos or slides. Historic images of the building, Sanborn maps and floor plans are great additions to the application.
- C. Attach a general statement describing the property and its historical significance and the reasons why it should be designated as a historic landmark. Include a statement describing how the property meets Nomination Criteria (above). At the end of these statements, please list your sources of information, including bibliographic references if available.

PLEASE NOTE: Additional detailed information and photographs to support this application may be required if the Historic Preservation Commission finds that the property merits consideration.

Notice to Applicant

- Applications must be received in the Planning Department three weeks prior to the next Historic Preservation Commission meeting for consideration at that next meeting.
- The Historic Preservation Commission meets the first Thursday of February, May, September and November at 4 p.m. in the City Council Chambers at 102 N. Neil St. in Downtown Champaign.