Landmark Nomination Application

Kendall County Historic Preservation Commission

Planning, Building and Zoning
504 S. Main Street
Yorkville, Illinois 60560

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LANDMARK NOMINATION APPLICATION

No building, zoning, site development, access, utility or other permit shall be issued by the Planning, Building & Zoning Department, the Highway Department or other County department without a Certificate of Appropriateness being issued in accordance with Section 20-106 for alteration, construction, demolition, or removal of a nominated landmark or the alteration of any physical feature of a property or structure within a nominated historic district from the date the nomination form is received by the County office until the final disposition of the nomination by the County Board unless such alteration, removal, or demolition is necessary for public health, welfare, or safety.

APPLICATION REQUIREMENTS

The Kendall County Historic Preservation Commission (Preservation Commission) or any person may propose landmarks for designation by the County Board by filing a nomination (*Landmark Nomination Application)* for any property or properties and structures located in an unincorporated area or in an incorporated area by intergovernmental agreement with the appropriate municipality within the geographical boundaries of Kendall County. Completed nomination forms shall be filed with the Kendall County Planning, Building & Zoning Department at 504 S. Main Street, Yorkville. Such forms are included in this document. Nomination forms submitted for landmarks shall include or be accompanied by the following information:

1. The name and address of the applicant and owner of record.

2. The legal description and Common Street address of the property.

3. A written statement describing the structure, building, or site and setting forth reasons in support of the proposed designation, including a list of significant exterior architectural features that should be protected.

4. Written documentation and evidence establishing that the applicant is the current owner of record of the nominated property and whether the owner of record consents or objects to the proposed landmark designation. Such documentation or evidence of record ownership shall include a recent title policy in the name of the applicant or other evidence of record ownership acceptable to the Historic Preservation Commission.

5. An overall site plan and photographs of the landmark. The plan shall also include a front, side, and rear elevation drawing.

6. Such other relevant information as requested by the Historic Preservation Commission.

7. The County Board reserves the right to set appropriate fees for administering this ordinance.

CRITERIA FOR DESIGNATION

Nominations will be judged on whether or not the property meets one or more of the following criteria:

1. It has character, interest, or value which is part of the development, heritage, or cultural characteristics of a local community, the County, the State of Illinois or the Nation;

2. Its location is a site of a significant local, County, State, or National event;

3. It is identified with a person or persons who significantly contributed to the development of the local community, the County, the State of Illinois, or the Nation;

4. It embodies distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or use of indigenous materials;

5. It is identified with the work of a master builder, designer, architect, engineer, or landscape architect whose individual work has influenced the development of the local area, Kendall County, the State of Illinois, or the Nation;

6. It embodies elements of design, detailing, materials, or craftsmanship that render it architecturally significant;

7. It embodies design elements that make it structurally or architecturally innovative;

8. It has a unique location or singular physical characteristics that make it an established or familiar visual feature;

9. It is a particularly fine or unique example of a utilitarian structure with a high level of integrity or architectural significance;

10. It is suitable for preservation or restoration;

11. It is included in the National Register of Historic Places and/or the Illinois Register of Historic Places.

12. It has yielded, or may be likely to yield, information important to pre-history, history or other areas of archaeological significance.

13. It is an exceptional example of an historic or vernacular style or type or one of few remaining in the County.

THE PROCESS

INITIAL REPORT & RECOMMENDATION OF PRESERVATION COMMISSION

The Preservation Commission shall, within thirty (30) calendar days from receipt of a completed application for designation, cause to be written an initial recommendation and report stating whether the nominated landmark does or does not meet the criteria for designation as provided for in Section 20-59 of the Kendall County Code. The report shall contain the following information:

1. An explanation of the significance or lack of significance of the nominated landmark as it relates to the criteria for designation;

2. A description of the integrity or lack of integrity of the nominated landmark;

3. A map showing the location of the nominated landmark.

4. In the case of a nominated landmark found to meet the criteria for designation, the report shall include a

description of the significant exterior architectural features of the nominated landmark that should be protected.

The recommendation and report shall be available to the public in the office of the Kendall County Planning, Building & Zoning Department (KCPBZ) and on the KCPBZ website.

NOTIFICATION OF NOMINATION

The Preservation Commission shall, within thirty (30) days from completion of the initial report and recommendation as described above in Section 20-60, cause to be scheduled a public hearing on the nomination. Notice of the date, time, place and purpose of the public hearing shall be sent by certified mail to the owner(s) of record and to the nominators at least fifteen (15) days prior to the date of the hearing. Such notice shall also be published in a newspaper having general circulation in the area surrounding the nominated property or district at least fifteen (15) days prior to the date of the hearing. All notices shall state the street, address and Permanent Index Number or legal description of a nominated landmark or the boundaries.

HEARING

A public hearing shall be scheduled, and notification made thereof, pursuant to Section 20-61, above. Oral or written testimony shall be taken at the public hearing concerning the nomination. The Preservation Commission may solicit expert testimony or present its own evidence regarding the historic, archaeological, or scenic significance of a proposed landmark relative to compliance with criteria for consideration set forth above in Section 20-59 of the Kendall County Code. The hearing shall be closed upon completion of testimony.

RECOMMENDATION OF PRESERVATION COMMISSION

Within thirty (30) days following the close of the public hearing, the Commission shall make its determination upon the evidence whether the proposed landmark does or does not meet the criteria for designation. A recommendation to the County Board regarding the proposed landmark shall be passed by resolution of the Preservation Commission. This recommendation shall be accompanied by a report stating the findings of the Preservation Commission concerning the historic, archaeological, architectural or scenic significance of the proposed landmark and also include if the property owner(s) objects to the designation. The Preservation Commission shall forward copies of the resolution and report to the applicant and the owner of the subject property or representative for petitioners of the subject area.

In the case of the property owner's (owners') objection to a landmark designation or historic district, the nomination would require the affirmative vote of a super majority of the full County Board.

DECISION OF THE COUNTY BOARD

The County Board, upon a recommendation from the Preservation Commission that the proposed landmark should be designated, shall review the report and recommendations of the Preservation Commission.

For individual landmarks applications, the County Board, after reviewing the report and recommendation, shall, within sixty (60) days from receipt of the recommendation of the Preservation Commission, take one of the following steps:

1. Designate the landmark by ordinance; or
   (In the case of the property owner(s) objection to a landmark designation or historic district, the nomination would require the affirmative vote of a super majority of full County Board.)

2. Refer the report and recommendation back to the Preservation Commission with suggestions for revisions, stating its reason for such action.

3. Reject the nomination application.

Upon return of the report and recommendation to the Commission, the Commission shall review and prepare new findings within forty-five (45) days of the County Board's original decision. The County Board shall designate or not designate the landmark at the next regularly scheduled County Board meeting.

RESUBMISSION OF APPLICATION

Resubmission of any application for a landmark designation may be made no sooner than ninety (90) days after County Board action on the nomination. Not more than one re-submission may be made within a twelve (12) month period.

NOTICE OF DESIGNATION

Notice of the action of the County Board, including a copy of the ordinance designating the landmark shall be sent by regular mail to all owners of record, including but not limited to each owner of record of a landmark. Further, as soon as is reasonably possible, the County Board Chair shall cause to be notified the Kendall County Planning, Building & Zoning Department, the Recorder of Deeds, the County Clerk, and the Kendall County Collector by forwarding to each a copy of the designation ordinance. The Recorder of Deeds shall ensure that the designation be recorded on all directly affected parcels.

APPEALS

Adoption of an ordinance designating a landmark by the Kendall County Board shall be a final action reviewable under Section 3-101 of the Illinois Administrative Review Law.

PUBLICATION OF MAP

A map showing the location of all designated landmarks shall be published and amended upon each designation. Copies of the map shall be available to the public at the Kendall County Planning, Building & Zoning office, the same location and in the same manner as any County zoning map.

INTERIM CODE

No building, zoning, site development, access, utility or other permit shall be issued by the Planning, Building & Zoning Department, the Highway Department or other County department without a Certificate of Appropriateness being issued in accordance with Section 20-106 for alteration, construction, demolition, or removal of a nominated landmark from the date the nomination form is received by the County office until the final disposition of the nomination by the County Board unless such alteration, removal, or demolition is necessary for public health, welfare, or safety.

MARKING BY ATTACHMENT OF A PLAQUE

Each designated landmark may be marked by an appropriate plaque carrying a brief description and account of the historic significance of the property. The plaque shall be provided by the County. The owner of the site or structure is responsible for installing the plaque in a location as approved by the Historic Preservation Commission.

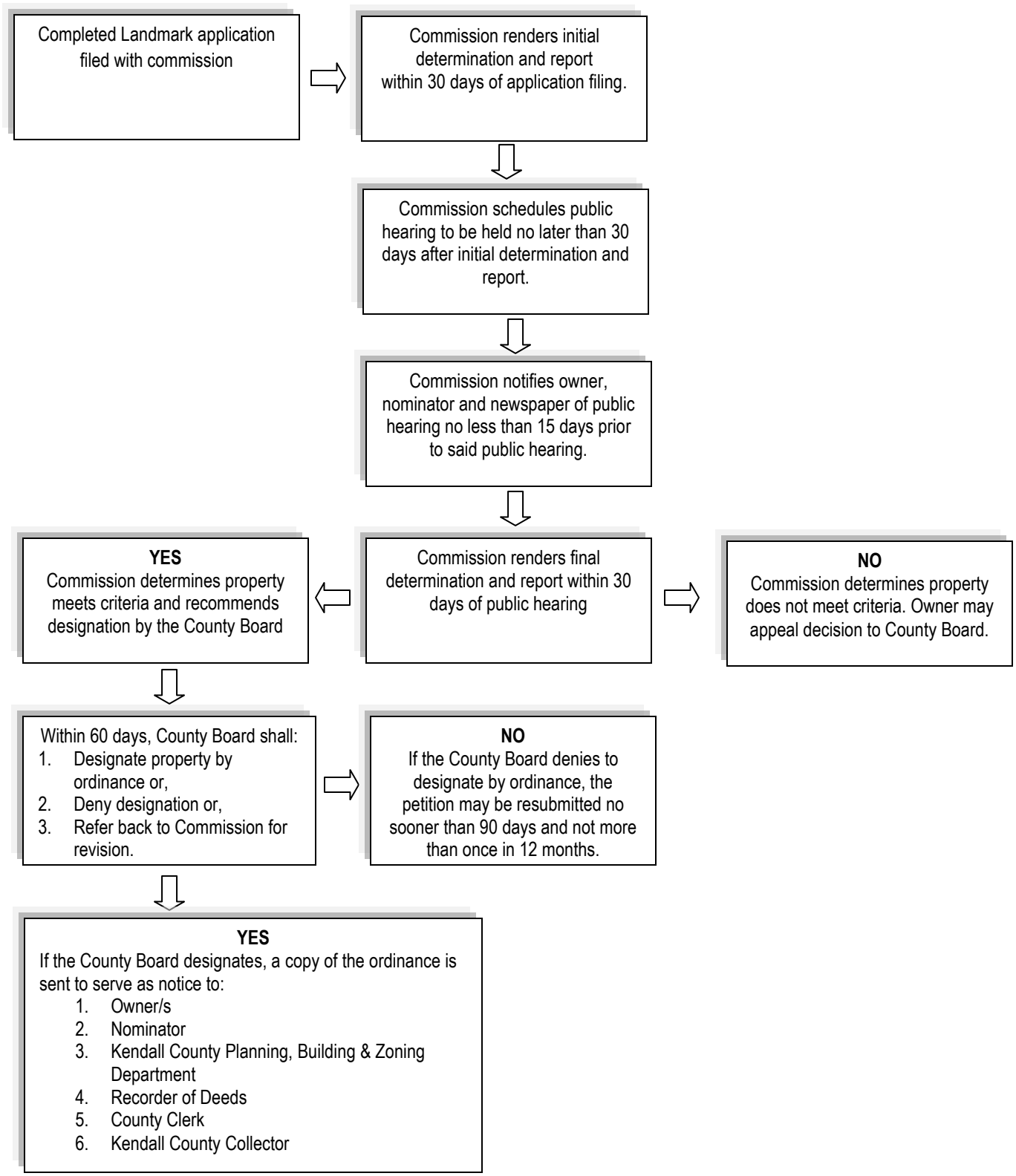
AMENDMENT & RESCISSION OF DESIGNATION

The County Board, upon recommendation of the Preservation Commission, may amend or rescind designation by the same procedure and according to the same standards and considerations set forth for designation. No amendment or rescission shall be made to a designation of a landmark based solely on a change in owner's consent.

TRANSFER OF JURISDICTIONAL CONTROL

Should a designated landmark be incorporated into a municipality with a preservation ordinance, that municipality's preservation ordinance shall govern. If a municipality annexes a designated landmark and does not have a preservation ordinance, the County's preservation ordinance will continue to govern.

Flow Chart-Timeline for Landmark Application Process



Landmark Nomination Application

KENDALL COUNTY HISTORIC PRESERVATION COMMISSION Application Date: _____

504 S. Main Street
Yorkville, IL 60560

Application must be accompanied by 3 to 5 color photographs – front, rear, sides and overall views that include the building setting (high quality print or unaltered digital; no color photocopies).

(PLEASE PRINT)

PART I: APPLICANT

Name_____

Address _____
(House number, street, city and zip code)

Daytime phone _____ Evening phone _____ Fax _____

Email address _____ Organization:_____

PART II: PROPOSED LANDMARK – *ATTACH ADDITIONAL PAGES IF NECESSARY*

Address _____
House number, street, city and zip code

Significant element (house, barn, etc.) _____

PIN (Permanent Index Number) _____ Is it within city limits? _____

Has it ever been moved from its original site? _____ If so, when and from where? _____

Year built if known_____ Architect or builder: _____

Historic Owner_____ _____

Original Use: _____ Present Use: _____

Legal Description _____

_____

PART III: OWNER CONSENT/NON-CONSENT

Submit *Owner Consent/Non-Consent* form with this application.

PART IV: DESCRIPTIVE NARRATIVE

Attach a separate page or pages describing why you feel this property is a Kendall County Landmark. Include copies of any historic photographs or materials and describe any known alterations of the exterior of the property such as an addition, change in windows, siding, etc.

Note: The commission will not be responsible for returning original material.

PART V: MAP

Provide a map or plat of survey delineating the boundaries and location of the property proposed for designation.

Part VI SIGNIFICANCE

Please check all that apply and describe in further detail in the narrative

___It has character, interest, or value which is part of the development, heritage, or cultural characteristics of a local community, the County, the State of Illinois or the Nation;

___Its location is a site of a significant local, County, State, or National event;

___It is identified with a person or persons who significantly contributed to the development of the local community, the County, the State of Illinois, or the Nation;

___It embodies distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or use of indigenous materials;

___It is identified with the work of a master builder, designer, architect, engineer, or landscape architect whose individual work has influenced the development of the local area, Kendall County, the State of Illinois, or the Nation;

___It embodies elements of design, detailing, materials, or craftsmanship that render it architecturally significant;

___It embodies design elements that make it structurally or architecturally innovative;

___It has a unique location or singular physical characteristics that make it an established or familiar visual feature;

___It is a particularly fine or unique example of a utilitarian structure with a high level of integrity or architectural significance;

___It is suitable for preservation or restoration;

___ It is included in the National Register of Historic Places and/or the Illinois Register of Historic Places.

___It has yielded, or may be likely to yield, information important to pre-history, history or other areas of archaeological significance.

___It is an exceptional example of an historic or vernacular style or type or one of few remaining in the County.

Submitted by: _____ Date _____

For additional information or assistance, contact Planner Matt Asselmeier at 630 553-4139.

The application fee is $500.00.

COUNTY OF KENDALL
STATE OF ILLINOIS

I/We attest that I am/we are the owner(s) of the property described as:

Address: _____ PIN: _____
(City, state, zip)

Please initial below the appropriate statement:

_____We give our full consent to the Kendall County Board to designate said property as a Kendall County Landmark. We further attest that there are no other owners. We will perform no alterations, exterior construction, exterior demolition or interior alteration which may affect the exterior appearance of this property except as shall be approved by a Certificate of appropriateness unless the Kendall County Board shall deny the nomination for Landmark designation.

_____We DO NOT give our consent to the Kendall County Board to designate said property as a Kendall County Landmark. We further attest that there are no other owners.

Print Name:
Signature of Property Owner
Mailing Address
Telephone

Print Name:
Signature of Property Owner
Mailing Address
Telephone

Print Name:
Signature of Property Owner
Mailing Address
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