



Application for Historic Landmark Designation

About the Historic Landmark Designation Program.

The City of Monticello Historic Preservation Commission strives to preserve and enhance the historic features within the Monticello community. A Local Landmark is a property designated by the City of Monticello Historic Preservation Commission as a property of special significance in terms of its historical, architectural, or cultural importance; and that possesses integrity of design, setting, workmanship, materials, feeling and association.

Designation of a Local Landmark is governed by the Monticello Historic Preservation Ordinance, and alterations are regulated through a Certificate of Appropriateness or Certificate of Hardship. Designation of a property as a Local Landmark does not impact the property taxes, use of the property, or any interior renovations beyond what is normally regulated by local ordinances. Local Landmark Status does not require a property owner to open the property up for public access. A Local Landmark designation does provide official recognition that a property is historically significant to the local community, raising awareness and pride in the city's past, and encouraging investment and rehabilitation in historic structures. For eligible properties, this designation also provides potential for property tax assessment freezes and tax credit programs through the Illinois Historic Preservation Office.

To be eligible, a building must be at least 50 years old with no significant alterations to the original structure. Once a property is designated as a Local Landmark, it remains so unless the Historic Preservation Commission deems the status invalid. A Certificate of Appropriateness is required prior to any demolition, alteration to the exterior of the structure, construction of an addition, or construction of a new structure on the designated site. A Certificate of Appropriateness is not required for normal or ordinary maintenance or repair of the exterior structure or for any construction or change to the interior of the structure. In the event a Local Landmark is damaged or destroyed beyond 50% of the original structure, the property may be reconstructed upon receipt of a Certificate of Appropriateness or a Certificate of Hardship prior to reconstruction.

The Application Process.

Individuals interested in applying for a property to achieve Local Landmark status must submit the completed application to the Monticello Historic Preservation Commission for consideration. If the applicant is not the owner of the property, there will be a \$300 application fee. A public hearing will be scheduled in front of the Historic Preservation Commission within 60 days of receipt of the Landmark Designation Application. All adjacent property owners will be notified of the hearing within 15-30 days prior to the hearing date. The public hearing will be open to public testimony. If the Historic Preservation Commission recommends approval of the Local Landmark application, the City Council will vote on whether to officially approve by Ordinance. If approved by Council, a copy of the approving motion will be provided to the owner of the property, as well as the Monticello Planning and Zoning Board, Permit Technician, City Clerk, and the Piatt County Recorder.

Once a property is designated as a Local Landmark, any modifications to the property require a Certificate of Appropriateness prior to work commencing. Failure to make modifications in keeping with this process may result in the property losing its landmark designation.



The Application. *(The HPC can assist in gathering this information)*

Please print or type the following information:

Applicant Contact Information.

Name of Applicant(s): _____ Phone: _____

Address: _____

Email Address: _____

Property interest of Applicant(s) (i.e. *Owner, Contract Buyer, Tenant*): _____

Owner Information (if different from applicant).

Name of Owner: _____ Phone: _____

Address: _____

Email Address: _____

Property Information.

Street Address of Subject Site: _____

PIN # of Site: _____

Lot Size: _____

Current Zoning Designation: _____

Current Land Use (*vacant, residence, retail, etc.*): _____

Present Comprehensive Plan Designation: _____

Legal Description: _____

Date of Construction of Structure: _____



Supporting Documents.

Please attach the following. If you need assistance, the Historic Preservation Commission can provide resources.

- Attach a map showing the boundaries and location of the property proposed for nomination.
- Attach photographs showing the important structures or features on the property or structure.

- Indicate which of the following criteria apply to the property or structure (***check all that apply.***)
 - Significant value as part of the architectural, artistic, civic, cultural, economic, educational, ethnic, political, or social heritage of the nation, state or community;
 - Associated with an important person or event in national, state or local history;
 - 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 and which retains a high degree of integrity;
 - Notable work of a master builder, designer, architect or artist whose individual genius has influenced an area;
 - Identifiable as an established and familiar visual location or physical characteristics;
 - Character is a particularly fine or unique example of a utilitarian structure, including, but not limited to, farmhouses, gas stations or other commercial structures with high level of integrity or architectural significance;
 - Yields or may be likely to yield information important in history or prehistory.

- Additionally, attach a statement that describes the proposed landmark and its historic significance; list reasons why it is eligible for nomination; show how the proposed landmark confirms to the criteria for designation. (See attached suggested format).

Note: If additional space is needed to accurately answer any questions, please attach extra pages to the application.

By submitting this application, you are granting permission for City staff to post on the property a temporary yard sign announcing the public hearing to be held for your request.

CERTIFICATION BY THE APPLICANT.

I certify all the information contained in this application form or any attachment(s), document(s), or plan(s) submitted herewith are true to the best of my knowledge and belief.

Applicant's Signature

Date



Monticello Historic Preservation Commission
Suggested Format for Content and Organization of “Statements”
for Property Located in a Proposed Historic Landmark

Summary Paragraph.

- Criteria which apply to subject property
- Introductory or background statement about significance of subject property
- Statement of Integrity

Property Description.

- Architectural style
- Date of construction; date of major modifications
- Name of architect and builder, as available
- Construction materials (foundation, walls, roof shape/material)
- Description of building elements: Number of stories, window type and shape, porches, entrances, etc.
- Description of unique architectural elements
- Alterations or additions to building
- Missing or removed architectural features
- Outbuildings and important landscape or streetscape features

History

- Brief community background (downtown development, neighborhood development, etc.)
- Discussion of property as it relates to the development of the community
- Important people associated with the property
- Important events associated with the property

For Architectural Significance

- Background of the style and/or architect
- Why/how the building reflects the style and/or architect’s work
- Other works in the community/elsewhere by the same architect; discuss briefly

Context

- Placement or location of property within the city/community
- Relationship to other properties of similar architectural style and date/era of construction