



**Landmark Designation Application  
City of Macomb, Illinois**

**Property Owner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/ E-mail: \_\_\_\_\_

**Applicant (If different than Owner)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/ E-mail: \_\_\_\_\_

**Proposed Site**

Common Address: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Legal Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Historic Use (i.e. Single Family Home): \_\_\_\_\_

Present Use (i.e. SFH): \_\_\_\_\_

Zoning Type (i.e. R1, R2, B2) \_\_\_\_\_

**Required Attachments (Please include separately)**

- Written Statement of Intent: Describe the property and set forth the reasons in support of the proposed designation.
- Architectural Features: List of significant external architectural attributes.
- Site Plan: Overall site plan and photographs of the landmark demonstrating front, side and rear elevation views.

Application is hereby made for the designation of a landmark. **I the property owner consent to this application and understand that it does not guarantee approval by the Macomb Historic Preservation Commission or Board of Alderman.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (if different from Owner)

\_\_\_\_\_  
Date

\*Refer to Sections 17-920 and 17-921 of the Macomb Municipal Code for specific landmark designation criteria and more detailed procedures.

- (k) To testify before all boards and commissions, including the city planning commission and the zoning board of appeals, on any matter affecting historically and architecturally significant property and landmarks.

*(Ord. No. 08-43, § 2, 9-2-08)*

**Sec. 17-919. Surveys and research.**

The historic preservation commission shall undertake an ongoing survey and research effort in the City of Macomb to identify neighborhoods, areas, sites, structures, and objects that have historic, community, architectural, or aesthetic importance, interest, or value. As part of the survey, the historic preservation commission shall review and evaluate any prior surveys and studies by any unit of government or private organization and compile appropriate descriptions, facts, and photographs. The historic preservation commission shall identify potential landmarks and adopt procedures to nominate them in groups based upon the following criteria:

- (1) The potential landmarks in one identifiable neighborhood or district geographical area of the City of Macomb;
- (2) The potential landmarks associated with a particular person, event, or historical period;
- (3) The potential landmarks of a particular architectural style or school, or of a particular architect, engineer, builder, designer or craftsman;
- (4) Such other criteria as may be adopted by the preservation commission to assure systematic survey and nomination of all potential landmarks within the City of Macomb.

*(Ord. No. 08-43, § 2, 9-2-08)*

**Sec. 17-920. Criteria for the submission of application for landmark designation.**

- (a) Any person, group of persons or association, may apply to the Macomb Historic Preservation Commission for the designation of a landmark or a historic district. Nominations may be submitted to the Historic Preservation Commission on a form provided by the City of Macomb Office of Building and Zoning.
- (b) A filing fee may be required.
- (c) The commission shall, upon investigation as it deems necessary, make a preliminary determination as to whether a property, structure, or area possesses the local integrity of design, workmanship, materials, location, setting and feeling and meets one or more of the following criteria:
  - (1) Significant value as part of the historic, heritage or cultural characteristics of the community, county, state or nation.
  - (2) Its identification with a person or persons who significantly contributed to the development of the community, county, state or county.
  - (3) Representative of the distinguishing characteristics of architecture inherently valuable for the study of a specific time period, type, method of

construction or use of indigenous materials.

- (4) Notable work of a master builder, designer, architect or artist whose individual work has influenced the development of the community, county, state or country.
  - (6) Its unique location or singular physical characteristics that make it an established or familiar visual feature.
  - (7) Its character as a particularly fine or unique example of a utilitarian structure, including but not limited to farmhouses, gas stations, or other commercial structures, with a high level of integrity or architectural significance.
  - (8) Area that has yielded or may be likely to yield, information important in history or prehistory.
- (d) Applications for a nomination shall be filed at the office of building and zoning. Persons wishing guidance or advice prior to completing an application may contact the community development coordinator at a minimum; the application shall include the following:
- (1) For a landmark:
    - a. The name and address of the property owner.
    - b. The legal description and common street address of the property.
    - c. A written statement describing the property and setting forth reasons in support of the proposed designation.
    - d. Documentation that the property owner has been notified or consents to the application for designation if the applicant is someone other than the owner.
    - e. A list of significant exterior architectural features of the property.
    - f. An overall site plan and photographs of the landmark demonstrating front, side and rear elevation views.
  - (2) For a historic district:
    - a. The names and addresses of all the persons owning property in the proposed district.
    - b. A map delineating the boundaries of the area to be designated.
    - c. A written statement describing the area and properties within the historic district and setting forth reasons in support of the proposed designation.
    - d. A list and photographs of significant exterior architectural features indicating how they are contributing to the district.

*(Ord. No. 08-43, § 2, 9-2-08)*

**Sec. 17-921. Landmark designation procedures.**

- (a) The commission shall schedule a public hearing within 30 days after the filing of an application to the office of building and zoning.
- (b) Notice of date, time, place and purpose of a public hearing on a landmark or district application shall be sent by mail to owner(s) of record and to the nominator(s) as well as to the adjoining property owners, not less than ten nor more than 20 days prior to the date of the hearing. A public hearing notice also shall be published in a newspaper having general circulation in the City of Macomb. The notice shall state the location of the property and a statement summarizing how the proposed landmark meets the criteria set forth in subsection (d) under criteria for landmark designation.
- (c) During the public hearing, the commission shall review and evaluate the application according to the criteria established by ordinance.
- (d) If the historic preservation commission finds that the application merits consideration, then the commission may act on the request at its next scheduled meeting but, in any case, in no later than 30 days following the hearing. The meeting at which action is taken may be held immediately following the public hearing.
- (e) Following the public hearing, the secretary of the commission shall prepare the commission's evaluation, recommendation and all available information for submission to the city council within ten days.
- (f) If the commission decides that the landmark should be designated, it shall do so by a resolution passed by a majority of the commission.
- (g) The owner(s) of record shall be notified promptly by a letter containing information of the commission's decision.
- (h) A simple majority vote by the city council is necessary for approval of a landmark designation. If the city council approves the application for a designation, a notice will be sent to the property owner, the office of building and zoning, the city clerk's office, and recorded with the county recorder of deeds. If the city council denies the petition, no petitioner or applicant can file another petition for a period of one year following denial.
- (i) Buildings designated as historic landmarks shall be subject to issuance of certificates of appropriateness.

*(Ord. No. 08-43, § 2, 9-2-08)*

**Sec. 17-922. Criteria for historic district designation.**

- (a) Nominations shall be made to the historic preservation commission on a form provided by the commission. A filing fee may be required. The following criteria shall be utilized by the Macomb Historic Commission in determining the designation of historic districts:
  - (1) The historic districts contains one or more landmarks along with such other buildings, places or areas within its definable geographic boundaries which, while not of such historic significance to be designated