VILLAGE OF LOMBARD
HISTORIC PRESERVATION COMMISSION

--- APPLICATION FOR LOCAL LANDMARK DESIGNATION ---

☐ LANDMARK SITE
☐ LANDMARK DISTRICT

PROPERTY INFORMATION
Address of Subject Property: ____________________________________________
P.I.N. No.: ____________________________________________ Area of Property (in acres): ________________
Date of Construction: _____ Architect: __________________ Builder: __________________

OWNER INFORMATION
Owner(s) of Property: ________________________________________________ Phone No.: __________________
Mailing Address: ____________________________________________ Fax No.: __________________
City: __________________________ State: ______ Zip Code: ______ Email: __________________

APPLICANT INFORMATION (IF DIFFERENT FROM PROPERTY OWNER)
 Applicant Name: ________________________________________________ Phone No.: __________________
Mailing Address: ____________________________________________ Fax No.: __________________
City: __________________________ State: ______ Zip Code: ______ Email: __________________
Relationship of applicant to property: ____________________________

I request that the property for which this application is submitted be considered for recognition as a local landmark based upon the following criteria, as set forth in Section 32.079 of the Village Code (check all that apply):

☐ The character, interest, or value as part of the development, heritage, or cultural characteristics of the village.

☐ The identification with a person or persons who significantly contributed to the cultural, economic, social, or historical development of the village.

☐ The architectural significance of a building which is at least 50 years of age and is a good example of a specific architectural style containing distinctive elements of design, detail, materials, or craftsmanship, or is an example of a style which had an impact on the community. Such a building must retain much of its original architectural integrity.

☐ The archeological importance of a site which has yielded, or may be likely to yield, information important in pre-history or history.

ALL INFORMATION ON THIS APPLICATION, TO THE BEST OF MY KNOWLEDGE, IS TRUE AND CORRECT:

______________________________________________  ________________________________________________
name of owner (printed)  name of applicant (printed)

______________________________________________  ________________________________________________
signature of owner  date  signature of applicant  date
APPLYING PROCESS

The Historic Preservation Commission meets on the third Tuesday of January, April, July, and October. Applications for local landmarks (including all supporting documentation) must be submitted to the Community Development Department at least three weeks in advance of the meeting date. After receiving an application, the Commission will make a preliminary conclusion if a site meets one or more of the criteria for designation. If one or more criteria are deemed to be met, the Commission will schedule a public hearing. This public hearing will generally be conducted within three to five weeks following the preliminary conclusion. Following the public hearing, the Commission will then have a follow-up meeting and forward its recommendation to the Village Board. The Village Board has the final authority to approve or disapprove local landmark applications. Due to the four necessary public meetings, the entire process can be expected to take approximately three to five months (depending on when the application is submitted).

SAMPLE APPROVAL TIMELINES

<table>
<thead>
<tr>
<th>Application submitted:</th>
<th>September - December</th>
<th>December - March</th>
<th>March - June</th>
<th>June - September</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historic Preservation Commission meeting (for preliminary conclusion):</td>
<td>3rd Tuesday in January</td>
<td>3rd Tuesday in April</td>
<td>3rd Tuesday in July</td>
<td>3rd Tuesday in October</td>
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<tr>
<td>Public hearing:</td>
<td>February</td>
<td>May</td>
<td>August</td>
<td>November</td>
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<tr>
<td>Historic Preservation Commission meeting (for recommendation):</td>
<td>February</td>
<td>May</td>
<td>August</td>
<td>November</td>
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<tr>
<td>Village Board consideration:</td>
<td>March</td>
<td>June</td>
<td>September</td>
<td>December</td>
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SUBMITTAL REQUIREMENTS

The following documentation must be completed and submitted to the Community Development Department a minimum of three weeks prior to the initial Historic Preservation Commission meeting:

- Completed Application for Local Landmark Designation, signed and including all requested information.
- One copy of a PLAT OF SURVEY and LEGAL DESCRIPTION for the subject property.
- A narrative information explaining the property’s historical significance and architectural features, as well as specific details on how the property meets one or more of the following criteria:
  - The character, interest, or value as part of the development, heritage, or cultural characteristics of the village.
  - The identification with a person or persons who significantly contributed to the cultural, economic, social, or historical development of the village.
  - The architectural significance of a building which is at least 50 years of age and is a good example of a specific architectural style containing distinctive elements of design, detail, materials, or craftsmanship, or is an example of a style which had an impact on the community. Such a building must retain much of its original architectural integrity.
  - The archeological importance of a site which has yielded, or may be likely to yield, information important in pre-history or history.
- Additional documentation, plans, or photographs.

AFTER APPROVAL

The Historic Preservation Commission will assist the property owner in scheduling the installation of the bronze “Local Landmark” plaque.

Prior to undertaking any alterations to a landmark site (regardless of whether or not the alterations require a building permit), the property owner must receive a Certificate of Appropriateness from the Historic Preservation Commission. The Certificate of Appropriateness must be requested in writing at least three weeks in advance of the desired Historic Preservation Commission meeting date and must be accompanied by a detailed description and/or building plans for the proposed alterations. Maintenance is not considered an alteration.