



HISTORIC PROPERTY DEMOLITION REQUEST

APPLICATION PACKET / INSTRUCTIONS

Community Development Department
22 South First Street
Geneva, Illinois 60134

Emily Stood, Preservation Planner
630-938-4541
estood@geneva.il.us

INITIATING A PROPERTY DEMOLITION REQUEST

An application for demolition of a historic property within the municipal boundaries is required when an Applicant seeks to demolish:

- More than twenty-five percent (25%) of any exterior street façade of a building, structure or object;
- More than twenty-five percent (25%) of any combination of exterior foundations, walls and/or roofs;
- Any purposefully-designed landscape by a notable individual or
- A significant, naturally-occurring land or geological formation

when such building, structure, object or site has been designated as a Historic Landmark or has been identified as a contributing or significant property within a designated historic district.

Demolition shall be considered only when all other redevelopment options for a building, structure, object, improvement or site have been exhausted.

In accordance with the City of Geneva Building Code – Title 10, Chapters 1-6 (specifically 10-6-10) – Applicants must submit a complete:

- Demolition Permit Application;
- Historic Preservation Commission Review Application and
- Demolition Request Packet.

The forms must be submitted as a single application packet to the City of Geneva Building Division, 109 James Street, Geneva, IL 60134.

A pre-application meeting between the Applicant and the Preservation Planner is required *prior to submitting a completed Demolition Request*. The purpose of the pre-application meeting is to provide direction to the Applicant; review alternatives to demolition and establish a reasonable timeline for completion of the demolition request.

Demolition Requests prepared independent of a pre-application meeting or made in formats other than this format will not be accepted.

REQUIRED DEMOLITION APPLICATION FEES

No application or filing fee is required, currently, for consideration of a Demolition Request by the Historic Preservation Commission. If a demolition request is approved, permit fees are calculated and collected at the time of permit issuance by the City of Geneva Building Division.

SUBMITTING A COMPLETE DEMOLITION APPLICATION

Applicants are required to provide both a printed and digital copy of the Historic Property Demolition Request form (Part 1, consisting of 2 sections, and Part 2, consisting of 6 sections).

Staff review will not begin until Staff has determined that a Demolition Request packet is complete.

HISTORIC PROPERTY DEMOLITION REVIEW PROCESS

Once a complete Historic Property Demolition Request packet for any property designated as an individual Historic Landmark or as part of a Historic District is submitted by an Applicant to the Preservation Planner, the application will be reviewed—within ten (10) working days of filing—for completeness and accuracy by the Preservation Planner and other appropriate City Staff. The Preservation Planner will forward, to the Applicant, written comments. The Applicant shall revise and return the amended Historic Property Demolition Request within thirty (30) working days; failure to provide a revised demolition request in a timely fashion will result in an automatic withdrawal of the request.

Within five (5) working days of the filing of a demolition permit requiring a public hearing, the preservation planner shall notify, in writing by regular mail, the Owners of Record identified herein for notification of application submittal.

Upon receipt of a complete and accurate Historic Property Demolition Request by the Preservation Planner, a public hearing will be scheduled for the next, regularly-scheduled meeting of the Historic Preservation Commission (HPC). *Properties that have been identified as non-contributing due to a lack of architectural, historic or structural significance or integrity are not subject to review at a public hearing but shall be reviewed by the Commission. Applicants are required to make a brief presentation (5-15 minutes) of their demolition request at a public hearing, conducted by the Geneva HPC and attended by members of the public. Applicants should be prepared to answer questions about the demolition request that may arise at the public hearing.*

The Preservation Planner will coordinate the completion of the public hearing notification procedures required by the State of Illinois, including the publication of such notice on the City of Geneva webpage and in the Daily Herald, and the posting of a sign on the subject property. All notifications will be completed no sooner than thirty (30) days and no later than fifteen (15) days prior to the public hearing meeting date.

Not less than ten (10) calendar days prior to the public hearing, the Preservation Planner shall notify, by Certified Mail, the Owners of Record identified herein for notification. Written notice shall include the date, time and location of the scheduled public hearing and information regarding access to a digital or written copy of the demolition application.

The HPC may request additional information from the Applicant prior to making a recommendation regarding the demolition request and may continue a public hearing to allow sufficient time for the Applicant to submit additional information as requested. The Commission may continue, under certain conditions, a public hearing for a period of time, not-to-exceed one hundred twenty (120) calendar days, for the sole purpose of seeking alternatives to demolition.

Within forty-five (45) days of the conclusion of the public hearing, the HPC shall make written findings and, by a simple majority vote, grant or deny the application for demolition.

The Commission may grant the demolition request only if one or more of the following Findings of Fact is found to be applicable:

- A building, structure, object, improvement or site constitutes a hazard to the safety and welfare of the general public or occupants of the improvement, property or site as determined, in consultation with the Preservation Planner, by the City of Geneva Building Official, Code Enforcement Officer, Chief of Police and Fire Chief;
- A building, structure, object, improvement or site is a deterrent to a major improvement program that will be of substantial benefit to the community for which the Applicant has secured all necessary and required planning and zoning approvals, environmental clearances and project financing;
- The retention of a building, structure, object, improvement or site will cause undue economic hardship to the Owner of Record when a governmental action, an act of God, or other events beyond the control of the Applicant created the hardship and all feasible alternatives to eliminate the financial hardship (which may include sale of the property at fair market value or relocation of the improvement to another site) have been attempted and exhausted by the Applicant or
- The retention of a building, structure, object, improvement or site is not in the best interest of the majority of the community

If a Historic Property Demolition Request is not approved by the HPC, the Applicant may request, in writing to the Director of Community Development, an appeal of the Commission's decision be made to the Geneva City Council. Within thirty (30) calendar days after such written appeal is made, the City Council shall affirm or reverse the Commission's determination by resolution and in accordance with the provisions of the Geneva Historic Preservation Ordinance. **The City Council may only reverse the Commission's determination with an affirmative vote of at least 2/3 of the aldermen.**

HISTORIC PROPERTY DEMOLITION REQUEST – SUBMITTALS CHECKLIST

Applicants shall provide the following documents when submitting a Historic Property Demolition Request application:

- A legible, dimensioned and accurate Plat of Survey, prepared and sealed by an Illinois licensed surveyor within twelve (12) months of application (PDF format clearly legible at 11" x 17")
- Sketch floor plans of all levels of the building or structure proposed to be demolished, in whole or in part (PDF format clearly legible at 11" x 17")
- Photographs of all existing conditions including all exterior elevations, all significant architectural features (exterior and interior) and all rooms or spaces (exterior or interior) affected by the proposed demolition work (JPEG format, minimum resolution: 300 dpi)
- Historic images, if available (JPEG format, minimum resolution: 300 dpi)
- Additional illustrative aides (JPEG format, minimum resolution: 300 dpi but clearly legible at 11" x 17")
- A written chain of title investigation that identifies previous owners of the property proposed for demolition
- A detailed report of non-code compliant elements and structural deficiencies, prepared by an Illinois-registered architect and/or structural engineer with expertise in the rehabilitation of existing and/or historic properties
- A detailed list of irreparable or deteriorated building features, components or elements
- A detailed cost estimate for the rehabilitation of the improvement, property or site, prepared by a design professional or licensed contractor with expertise in the renovation of existing and/or historic properties
- A comparison of the estimated rehabilitation cost of the property proposed for demolition with market values for comparable improvements, properties or sites within the municipal boundaries of Geneva
- A detailed cost estimate for the restoration of the site per City code in the event that no new construction activity commences following demolition
- A summary of potential sites, if any, to which the resource could be relocated within the Historic District with an estimate of the cost of the move to each proposed location, if any, by a qualified building mover

- A proposed schedule for demolition activities
- A completed Building Permit Application for Demolition and a completed Historic Preservation Review form
- Any other reasonable information required by City ordinance, or that may be requested by City Staff
- One (1) copy of a list containing the name and mailing address of the Owner(s) of Record and Permanent Index Number (PIN) of all properties within five hundred feet (500) of the nominated property (**Exhibit A**)

Note: Not required for properties that have been identified as non-contributing due to a lack of architectural, historic or structural significance or integrity are not subject to review at a public hearing but shall be reviewed by the Commission

- One (1) copy of the Affidavit of Accuracy (**Exhibit B**) signed by the Applicant or the person who created the list of Owners of Record within five hundred feet (500) of the nominated property (*Note: The City of Geneva employs a Notary Public at City Hall for your convenience*)

Note: Not required for properties that have been identified as non-contributing due to a lack of architectural, historic, or structural significance or integrity are not subject to review at a public hearing but shall be reviewed by the Commission

- One (1) set of unsealed, unstuffed and stamped (standard mail) envelopes addressed to each of the Owners of Record within five hundred feet (500) of the subject property. The envelopes shall list the City of Geneva, not the Applicant, as the return addressee:

City of Geneva
22 South First Street
Geneva, Illinois 60134

- One (1) set of unsealed, unstuffed envelopes with appropriate postage and return receipts (Certified Mail) affixed, of all Owners of Record within five hundred feet (500) of the proposed Historic District boundaries. The envelopes shall list the City of Geneva, not the Applicant, as the return addressee

Note: Not required for properties that have been identified as non-contributing due to a lack of architectural, historic, or structural significance or integrity are not subject to review at a public hearing but shall be reviewed by the Commission.

Questions may be directed to Emily Stood, Preservation Planner, during regular office hours.

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NO INFORMATION IS PROVIDED TO/REQUIRED OF THE APPLICANT.



HISTORIC PROPERTY DEMOLITION REQUEST

PART ONE - APPLICANT / OWNER INFORMATION

Community Development Department
22 South First Street
Geneva, Illinois 60134

Emily Stood, Preservation Planner
630-938-4541
estood@geneva.il.us

SUBMITTAL REQUIREMENTS

Prior to completing this form, consultation with the Preservation Planner is highly encouraged. The Preservation Planner is generally available during regular office hours: Monday to Friday, 8:00 a.m. – 5:00 p.m.

To be deemed “complete,” a Historic Property Demolition Request submittal must include (in the format specified) sufficient photographs, drawings and other relevant information to adequately describe the subject property and existing conditions that may warrant consideration of demolition. The Applicant shall provide photographs of other similar properties within the corporate limits of the City of Geneva.

Please legibly print or type the required information on the form provided; submittals in any other format will not be accepted.

When a complete application for the demolition of a historic property is submitted, Staff will prepare a report containing preliminary findings regarding the stated historic, architectural and aesthetic significance of the subject property. The report will be forwarded to the Historic Preservation Commission (HPC) which will hold a public hearing / review at the next regularly-scheduled meeting of the Commission. **The Applicant must attend the public hearing and be prepared to answer questions regarding the demolition of the subject property.**

1. APPLICANT INFORMATION *Attach additional sheets if more than one person is making application.*

Name _____ Phone _____

Address _____

Email _____ Fax _____

2. OWNER INFORMATION *List all Owners of Record, use additional sheets if necessary. For a property that is held by multiple individuals or a trust, please provide the name and address of the property agent identified by the Kane County Recorder. In the case of ownership by a corporation or similar entity, please provide the name of the Chief Executive Officer (CEO) or President as the Owner.*

Owner 1

Name _____ Phone _____

Address _____

Email _____ Fax _____

Owner 2

Name _____ Phone _____

Address _____

Email _____ Fax _____

Instrument of Ownership

Individual

Joint tenancy

Trust

Corporation

Other: _____

If the subject property is owned by a trust, corporation or other entity, please provide the following information:

Entity Name: _____

Title of Owner: _____ *Trustee, Agent, Guardian, President, CEO, etc.*

Has the Applicant notified the Property Owner(s) that the subject property is being considered for demolition? *(check all that apply)*

Yes, in person

Yes, by telephone

Yes, in writing

No



HISTORIC PROPERTY DEMOLITION REQUEST

PART TWO - PROPERTY INFORMATION

Community Development Department
22 South First Street
Geneva, Illinois 60134

Emily Stood, Preservation Planner
630-938-4541
estood@geneva.il.us

1. PROPERTY IDENTIFICATION

Common Name: _____

Historic Name: _____

Street Address: _____

Tax Assessor's Parcel Identification Number (P.I.N.): - - -

Tax Assessor's Parcel Identification Number (P.I.N.): - - -
Attach additional PINs on a separate sheet of paper, if necessary

Description of Property Boundaries or Legal Description *(use an additional page, if needed):*

Attach a map indicating the property location and the boundaries of the property proposed for demolition. For properties located within a Historic District, please identify the boundaries of the Historic District on the submitted location map.

2. PROPERTY CLASSIFICATION

Building Structure Object Landscape Site

3. SIGNIFICANT DATES

Original Date of Construction: _____

Date(s) of Major Alteration(s): _____

Period of Significance (*may be a single date or range*): _____

4. PROPERTY RECOGNITION

Is the subject property and/or landmark to be nominated (or any portion of it) listed in or nominated to either the Geneva, Kane County, Illinois or National Register of Historic Places?

Yes No

If yes, in which of the following:

Geneva Kane County Illinois National

Please attach a copy of the nomination form(s) for any property which has been granted landmark status at the County, State and/or National levels.

Is the nominated property Significant or Contributing within the Geneva Historic District?

Significant Contributing Non-Contributing because less than 30 years old or due to reversible loss of integrity

5. PROPERTY DESCRIPTION

Provide photographs of all exterior sides of the building and photographs of all significant architectural features or details. Photographs should clearly depict the existing character, condition and integrity of the subject property. **Historic photographs and/or plans of the property to be demolished are encouraged.** *Provide photographs in print and digital format (jpeg/300dpi).*

To the extent possible, provide a sketch plan of each level of the building(s), structure(s) and/or object(s) associated with the subject property. If the subject property contains a significant landscape that is proposed for demolition, or will be affected by the proposed demolition of a building, structure or object, please provide a sketch plan of the historic landscape plan and its significant components.

Primary Building Function

- Domestic / Residential
- Commercial / Office
- Social / Fraternal
- Government
- Education
- Religious
- Funerary

- Recreational / Cultural
- Agricultural
- Industrial
- Health Care
- Transportation
- Landscape
- Other: _____

- The nominated property is a natural or purposefully-designed landscape.

Architectural Style (check all that apply)

Recommended reference: ***A Field Guide to American Houses*** by Virginia & Lee McAlester

- Early Classic Revival (1843-1868)
- Late Classical Revival (1889-1960)
- Regency (1849)
- Greek Revival (1840-1865)
- Gothic Revival (1855-1910)
- Carpenter Gothic
- Italianate (1848-1890)
- Stick Style (1853-1895)
- Queen Anne (1869-1930)
- Shingle (1890-1905)
- Romanesque Revival (1872-1892)
- Colonial Revival (1869-1945)
- Dutch Colonial (1895-1930)
- Neoclassical (1905-1930)
- Tudor Revival (1905-1935)

- Spanish Colonial Revival (1920-1930)
- Prairie (1905-1930)
- American Foursquare (1895-1945)
- Craftsman (1910-1930)
- Bungalow (1915-1930)
- Minimal Traditional (1940-1955)
- Cape Cod (1930-1960)
- Ranch (1950-1970)
- Split-Level (1955-1965)
- Mid-Century Modern (1945-1970)
- Contemporary (1950-2000)
- Mansard (1930-1970)
- Styled Ranch
- New Traditional (1955-Present)
- Other: _____

Number of Stories (check one)

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Basement | <input type="checkbox"/> 2 Stories |
| <input type="checkbox"/> Single Story | <input type="checkbox"/> 3 Stories |
| <input type="checkbox"/> 1.5 Stories | <input type="checkbox"/> Other: _____ |

Foundation (check all that apply)

- | | |
|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Limestone | <input type="checkbox"/> Uncertain |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Concrete | |

Siding/ Exterior (check all that apply)

- | | |
|---------------------------------|--|
| <input type="checkbox"/> Wood | <input type="checkbox"/> Vinyl/ Aluminum |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Stucco | |

Windows

Operation (check all that apply)

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Double Hung | <input type="checkbox"/> Awning |
| <input type="checkbox"/> Casement | <input type="checkbox"/> Hopper |
| <input type="checkbox"/> Fixed / Picture | <input type="checkbox"/> Other: _____ |

Frame / Sash Material (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Historic Wood | <input type="checkbox"/> Replacement Clad |
| <input type="checkbox"/> Historic Metal | <input type="checkbox"/> Replacement Vinyl |
| <input type="checkbox"/> Other: _____ | |

Glazing (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Clear | <input type="checkbox"/> Beveled / Prismatic |
| <input type="checkbox"/> Colored | <input type="checkbox"/> Art / Stained |
| <input type="checkbox"/> Obscure / Pattern | <input type="checkbox"/> Other: _____ |

Status (check all that apply)

- Original
- Replacement

Provide a photograph of each window type at the nominated property. If the nominated property includes more than one building or structure, attach photographs for the windows at each building. Use additional pages, if necessary.

Architectural Details (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Porch or Porches | <input type="checkbox"/> Eave Brackets |
| <input type="checkbox"/> Historic Street-facing Door(s) | <input type="checkbox"/> Gable Returns / Broken Pediment |
| <input type="checkbox"/> Transom(s) | <input type="checkbox"/> Dormer(s) |
| <input type="checkbox"/> Sidelight(s) | <input type="checkbox"/> Belvedere / Lantern / Cupola |
| <input type="checkbox"/> Historic Shutters | <input type="checkbox"/> Historic Fencing |
| <input type="checkbox"/> Columns / Pilasters | <input type="checkbox"/> Pergola / Arbor / Trellis |
| <input type="checkbox"/> Porte Cochere / Car Port | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Balcony or Balconies | |

Roof Features

Form

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Flat / Shed | <input type="checkbox"/> Gable |
| <input type="checkbox"/> Hipped | <input type="checkbox"/> Other: _____ |

If an attic gable is present, which way does it face?

- Visible to street
 Visible to the side

Material

- | | |
|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Wood | <input type="checkbox"/> Tile |
| <input type="checkbox"/> Asphalt | <input type="checkbox"/> Metal |
| <input type="checkbox"/> Other: _____ | |

Chimney

Is the chimney visible from the street?

- Yes No

Does the chimney have a distinctive shape?

- Yes No

Is the chimney an integral part of the building wall?

- Yes No

Provide a photograph of each chimney that is visible from the street.

6. APPLICANT'S CERTIFICATION

I certify that I have received a copy of the submittal requirements and review procedures related to this request for demolition of a property designated as either an individual Historic Landmark or as part of a Historic District within the City of Geneva, Illinois. I understand that I must attend the public hearing/meeting, once scheduled, and present my case for designation before the Geneva Historic Preservation Commission and, if required, before the Geneva City Council.

I have reviewed the Geneva City Code requirements which relate to this application, and I certify that, to the best of my knowledge, this application submittal is in conformance with applicable ordinances.

I further certify that all the information provided above and that the information contained within any documents submitted herewith is true and accurate, to the best of my knowledge.

Signature of Applicant

Date

If Applicant is not the Owner of the property proposed for demolition, please include the Owner's acknowledgement of the demolition request:

Signature of Property Owner

Date

Historic Preservation Commission Staff Use Only

Case Number: _____

HPC Meeting Date: _____

Application Complete: Yes No

HPC Distribution Date: _____

Date Received: _____

City Council Distribution Date: _____

Staff Acknowledgement: _____

Action: _____ HPC _____ City Council

EXHIBIT B

STATE OF ILLINOIS)
) SS
)
COUNTY OF KANE

AFFIDAVIT

The undersigned, being duly sworn on oath, deposes and says that the attached list of Owners of Record comprises, to the best of the Affiant's knowledge, a true and complete list containing the names and addresses of the persons to whom the current real estate tax bills are sent for those premises lying within five hundred feet (500) in all directions of the property lines of the Subject Property.

Printed Name

Signature

Subscribed and sworn to before me this
____ day of _____, 20 ____

Notary Public