



HISTORIC DISTRICT NOMINATION

APPLICATION PACKET / INSTRUCTIONS

Community Development Department
22 South First Street
Geneva, Illinois 60134

Michael A. Lambert, Preservation Planner
630-938-4541
mlambert@geneva.il.us

INITIATING A HISTORIC DISTRICT NOMINATION

Applicants nominating a property for Historic District designation are required to submit a complete Historic District application packet to the Preservation Planner in accordance with the City of Geneva Code - Title 10, Chapter 6.

A pre-application meeting between the Applicant and the Preservation Planner is required *prior to submitting a completed application* for Historic District designation. The purpose of the pre-application meeting is to provide direction to the Applicant; review the nomination process and requirements and establish a reasonable timeline for completion of the nomination.

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

REQUIRED APPLICATION DEPOSIT

Applicants must include an application deposit in the amount of five hundred dollars (\$500.00), submitted at the time of filing a Historic District nomination.

Each Applicant is responsible for all direct expenses associated with the processing of a Historic District nomination, including—but not limited to—public notice publication, mailings, recordation and transcription of public meetings and/or hearings, attorneys' fees and/or staff time.

Any unused portion of the deposit will be refunded to the Applicant. If additional fees are incurred above and beyond the initial amount of the application deposit, the Historic District nomination process will not continue until such time that the Applicant has paid any accrued additional expenses.

SUBMITTING A COMPLETE NOMINATION

Applicants are required to provide both a print and digital copy of the Historic District nomination form (Part 1, consisting of 2 sections, and Part 2, consisting of 10 sections).

NOMINATION REVIEW PROCESS

Upon receipt of a complete application packet for the designation of a property as a Historic District, the Preservation Planner will review the nomination—within twenty (20) working days of filing—for completeness and accuracy. Following the review, the Preservation Planner will forward written comments to the Applicant.

The Applicant is required to revise and return the amended Historic District Nomination form within thirty (30) working days; failure to provide a revised nomination in a timely fashion will result in an automatic withdrawal of the nomination.

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, the posting of at least four (4) signs at prominent locations within the geographic area that is subject to the public hearing and the mailing of such notice to the Owners of Record within five hundred feet (500) of the proposed district boundaries. 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.

Within fifteen (15) working days and simultaneous to the Staff review of the Historic District Nomination, the Preservation Planner will notify the Owner(s) of Record, by Certified Mail with return receipts, of the Historic District nomination application.

The public informational meeting will be conducted by the Preservation Planner and shall provide, to affected and interested persons, accurate and complete information regarding the details of the Historic District nomination.

Once a complete and accurate Historic District nomination is received by the Preservation Planner, a public hearing will be scheduled for the next regularly-scheduled meeting of the Historic Preservation Commission (HPC). ***Applicants are required to make a brief presentation (15-30 minutes) of their Historic District nomination at a public hearing, conducted by the Geneva Historic Preservation Commission (HPC) and attended by members of the public. Applicants should be prepared to answer questions about the nomination that may arise at the public hearing.***

Not less than ten (10) calendar days prior to the public hearing, the Preservation Planner shall notify in writing, by Certified Mail with return receipts, the Owners of Record of all properties 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 application.

The Historic Preservation Commission may request additional information from the Applicant prior to making a recommendation regarding Historic District designation and may continue a public hearing to allow sufficient time for the Applicant to submit additional information as requested.

Within forty-five (45) days of the conclusion of the public hearing, the Historic Preservation Commission shall make a recommendation to the City Council based on the nomination's support and validation of the identified criteria for designation (Section 4 of the attached

Historic District Nomination form).

Upon hearing the Historic Preservation Commission's recommendation for or against the proposed Historic District designation, the City Council shall approve or deny the Historic District designation by ordinance. **In the case of Owner objection by twenty percent (20%) of the Owners of Record of the nominated properties, the City Council may only grant Historic District designation with an affirmative vote of at least 2/3 of the aldermen.**

RECOGNITION OF HISTORIC DISTRICT DESIGNATION

Following approval of a Historic District designation, the Owner(s) of Record and the Applicant will be notified of the City Council's action, and City of Geneva maps—as well as related information—will be modified to reflect the Historic District designation. No plaque or monument will be provided by the City of Geneva for Historic Districts; however, the Owner(s) of Record may install, at their own expense and in accordance with local zoning laws, a plaque or monument identifying their property is included within a City of Geneva Historic District.

HISTORIC DISTRICT NOMINATION CHECKLIST

All required items shall be submitted by the Applicant, as a single packet, prior to the published deadline for the scheduled public hearing/meeting of the Geneva Historic Preservation Commission (HPC). Staff review will not begin until Staff has determined that both the print and digital copies of the nomination packet are complete.

Applicants shall provide the following required documents when submitting a Historic District nomination application:

- A complete and signed copy of the attached Historic District Nomination Form
- Map indicating the boundaries of the nominated Historic District when comprised of contiguous properties or indicating the locations within the corporate boundaries of the City of Geneva for non-contiguous properties (PDF format clearly legible at 11" x 17")
- Photographs of all exterior, street-facing facades sides of each building in the nominated Historic District and photographs of representative significant architectural features or details (jpeg format, minimum resolution 300 dpi)
- Historic images of representative buildings within the nominated Historic District, if available (jpeg format, minimum resolution 300 dpi)
- Additional graphics, images and illustrative aids (PDF format clearly legible at 11" x 17")
- A listing of all buildings within the nominated Historic District, designated by property address and categorized as either Significant, Contributing or Non-Contributing

- Identification of the Historic Landmark property within the nominated Historic District (provide a separate Historic Landmark nomination if the nominated Historic District does not include a previously-designated Historic Landmark)
- List of all major, reference sources used to complete the Historic District nomination narrative
- 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 Historic District boundaries for notification(s) (**Exhibit A**)
- One (1) copy of the Affidavit of Accuracy (**Exhibit B**) signed by the Applicant or the person who created the list of property owners within the nominated Historic District (*Note: The City of Geneva employs a Notary Public at City Hall for your convenience.*)
- Two (2) sets 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:

City of Geneva
22 South First Street
Geneva, Illinois 60134
- A refundable application deposit in the amount of **five hundred dollars (\$500.00)**

Questions may be directed to Michael A. Lambert, Preservation Planner, during regular office hours.



HISTORIC DISTRICT NOMINATION

PART ONE - APPLICANT / OWNER INFORMATION

Community Development Department
22 South First Street
Geneva, Illinois 60134

Michael A. Lambert, Preservation Planner
630-938-4541
mlambert@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.

To be deemed "complete," a Historic District nomination submittal must include (in the format specified) sufficient photographs, drawings and other relevant information to adequately describe the nominated properties. A complete nomination must include the properties' dates of construction, historic uses, current uses and period of significance as well as a narrative that identifies the properties' historical development, important people, significant architectural or site features and existing conditions.

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 Historic District designation 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 at the next regularly-scheduled meeting of the Commission. **The Applicant must attend the public hearing and be prepared to answer questions regarding the nomination of the subject property.**

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

Name: _____ Phone: _____
Street: _____ Geneva, Illinois
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. Property Identification Number should match Property Identification Numbers in Part Two – Section 9.*

PROPERTY STREET ADDRESS: _____

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

Owner 1

Name: _____ Phone: _____

Street: _____ City/State: _____

Email: _____ Fax: _____

Owner 2

Name: _____ Phone: _____

Street: _____ City/State: _____

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 nominated for local Historic District designation? *(check all that apply)*

Yes, in person Yes, by telephone Yes, in writing No

Has the Property Owner(s) indicated support or lack of support for nomination of this property?

Support of Nomination Lack of Support of Nomination

PROPERTY STREET ADDRESS: _____

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

Owner 1

Name: _____ Phone: _____

Street: _____ City/State: _____

Email: _____ Fax: _____

Owner 2

Name: _____ Phone: _____

Street: _____ City/State: _____

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 nominated for local Historic District designation? *(check all that apply)*

- Yes, in person Yes, by telephone Yes, in writing No

Has the Property Owner(s) indicated support or lack of support for nomination of this property?

- Support of Nomination Lack of Support of Nomination

Use additional sheets, as needed, to identify each nominated property. If the subject property is held by a corporation, please attach the adopted resolution regarding support or objection of the proposed Historic District nomination, if available.



HISTORIC DISTRICT NOMINATION

PART TWO - PROPERTY INFORMATION

Community Development Department
22 South First Street
Geneva, Illinois 60134

Michael A. Lambert, Preservation Planner
630-938-4541
mlambert@geneva.il.us

1. HISTORIC DISTRICT IDENTIFICATION

Common Name: _____

Historic Name: _____

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 nominated Historic District Boundaries or Legal Description *(use an additional page, if needed):*

Attach a map indicating the boundaries of the nominated Historic District and identify each property as Significant, Contributing or Non-Contributing.

2. PROPERTY CLASSIFICATIONS *(check all that apply)*

Building Structure Object Landscape Site

3. SIGNIFICANT DATES

Date of Earliest Construction: _____

Date of Latest Construction: _____

Date(s) of Significant Event(s): _____

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

4. CRITERIA FOR DESIGNATION

Please indicate which of the following 11 criteria apply to the nominated property (check all that apply):

- Properties are located within the corporate boundaries of the City of Geneva.
- Properties are at least 30 years old.
- Properties establish a sense of time and place.
- Properties, as a whole, possesses integrity of design, materials, workmanship, setting, location, feeling and association.
- Properties possess a broad cultural, political, economic or social association with the historic development of the nation, state or community.
- Properties are identified with a historic person or with important events in national, state or local history.
- Properties have distinguishing characteristics of an architectural type inherently valuable for the study of a period, style, method of construction or use of indigenous materials or craftsmanship.
- Properties are the notable work of a master builder, designer or architect whose work and/or activity has significantly influenced a period of Geneva's development.
- Properties, as a whole, possess architectural or land use characteristics that are repeated throughout the area in a manner which distinguishes the nominated area from the rest of the city.

- The area nominated for designation embodies all or part of the above characteristics and is subject to encroachment of detrimental influences.
- The area nominated for designation has historic, architectural or cultural significance which is threatened with demolition by public or private action.

5. PROPERTY RECOGNITION

Have any properties (or any portion of the properties) within the nominated Historic District been designated as an individual Historic Landmark or as part of a separate Historic District in 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 Historic Landmark status or properties designated as part of a Historic District at the County, State and/or National levels.

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

- Significant Contributing Non-Contributing: Less than 30 years old
 Non-Contributing: Reversible integrity
 Non-Contributing: Irreversible integrity

6. PROPERTY STATUS

At the time of application, are any or all of the nominated properties (check all that apply):

- Threatened by demolition or neglect? *(attach a detailed explanation)*
- Considered for replacement by new development? *(attach a detailed explanation)*
- Likely to remain in present condition with no known threat?
- Vacant or not in use?

7. PROPERTY DESCRIPTION

Provide photographs of all exterior sides of the nominated buildings visible from the public right-of-way as well as detail photographs of all representative architectural or landscape features. Photographs should clearly depict the existing character, condition and integrity of the nominated area and properties. **Historic photographs and/or plans of the property to be nominated are encouraged.** *Provide photographs in print and digital format (jpeg/300dpi).*

Architectural Description and Character of the Nominated District. Describe the general **physical appearance** of the exterior(s) of the building(s) located within the nominated Historic District as well as the overall character of the nominated Historic District. *(Use additional pages, if needed):*

Primary Building Types Within the Nominated Historic District

Domestic / Residential

Recreational / Cultural

Commercial / Office

Agricultural

Social / Fraternal

Industrial

Government

Health Care

Education

Transportation

Religious

Landscape

Funerary

Other: _____

The nominated Historic District includes one or more natural or purposefully-designed landscapes.

Architectural Styles Represented Within the Nominated Historic District (check all that apply)

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

- | | |
|---|---|
| <input type="checkbox"/> Early Classic Revival (1843-1868) | <input type="checkbox"/> Spanish Colonial Revival (1920-1930) |
| <input type="checkbox"/> Late Classical Revival (1889-1960) | <input type="checkbox"/> Prairie (1905-1930) |
| <input type="checkbox"/> Regency (1849) | <input type="checkbox"/> American Foursquare (1895-1945) |
| <input type="checkbox"/> Greek Revival (1840-1865) | <input type="checkbox"/> Craftsman (1910-1930) |
| <input type="checkbox"/> Gothic Revival (1855-1910) | <input type="checkbox"/> Bungalow (1915-1930) |
| <input type="checkbox"/> Carpenter Gothic | <input type="checkbox"/> Minimal Traditional (1940-1955) |
| <input type="checkbox"/> Italianate (1848-1890) | <input type="checkbox"/> Cape Cod (1930-1960) |
| <input type="checkbox"/> Stick Style (1853-1895) | <input type="checkbox"/> Ranch (1950-1970) |
| <input type="checkbox"/> Queen Anne (1869-1930) | <input type="checkbox"/> Split-Level (1955-1965) |
| <input type="checkbox"/> Shingle (1890-1905) | <input type="checkbox"/> Mid-Century Modern (1945-1970) |
| <input type="checkbox"/> Romanesque Revival (1872-1892) | <input type="checkbox"/> Contemporary (1950-2000) |
| <input type="checkbox"/> Colonial Revival (1869-1945) | <input type="checkbox"/> Mansard (1930-1970) |
| <input type="checkbox"/> Dutch Colonial (1895-1930) | <input type="checkbox"/> New Traditional (1955-Present) |
| <input type="checkbox"/> Neoclassical (1905-1930) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Tudor Revival (1905-1935) | |

8. HISTORIC DISTRICT SIGNIFICANCE

Attach a written statement describing the historical, architectural and/or aesthetic significance of the properties within the nominated Historic District. Statement should be of sufficient length and detail to describe the historic evolution, people and events associated with the nominated properties. *Include major bibliographic sources and references at the end of the written narrative. (Use additional pages, if needed):*

9. INDIVIDUAL PROPERTY LISTING

Complete the following table for each property within the nominated Historic District (Property I.D. Number should match Part One - Section 2), include historic name and common name, if known (attach additional sheets, if needed):

Street Address:		Property I.D. Number:	
Common Name:		Construction Date(s):	
Historic Name(s):		Alteration Date(s):	
Level of Significance: <input type="checkbox"/> Significant <input type="checkbox"/> Non-Contributing Due to Age <input type="checkbox"/> Contributing <input type="checkbox"/> Non-Contributing Due to Condition		Exterior Condition Assessment: <input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Poor	

Street Address:		Property I.D. Number:	
Common Name:		Construction Date(s):	
Historic Name(s):		Alteration Date(s):	
Level of Significance: <input type="checkbox"/> Significant <input type="checkbox"/> Non-Contributing Due to Age <input type="checkbox"/> Contributing <input type="checkbox"/> Non-Contributing Due to Condition		Exterior Condition Assessment: <input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Poor	

Street Address:		Property I.D. Number:	
Common Name:		Construction Date(s):	
Historic Name(s):		Alteration Date(s):	
Level of Significance: <input type="checkbox"/> Significant <input type="checkbox"/> Non-Contributing Due to Age <input type="checkbox"/> Contributing <input type="checkbox"/> Non-Contributing Due to Condition		Exterior Condition Assessment: <input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Poor	

10. APPLICANT’S CERTIFICATION

I certify that I have received a copy of the submittal requirements and review procedures related to this request for designation of specific properties as a Historic District within the City of Geneva, Illinois. I understand that I must attend the public hearing, 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 understand that any unused portion of the application deposit of five hundred dollars (\$500), will be dispersed to me following consideration of this nomination by and final action of the City Council. Additionally, I agree to reimburse the City of Geneva for any additional professional services or costs incurred by the City of Geneva—including but not limited to—fees of attorneys, engineers, planners, architects, surveyors and/or other consultants when those fees are directly associated with the City of Geneva making a final determination regarding this request for Historic District designation of the nominated property.

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

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 A

PROPERTY OWNER NOTIFICATION

Petitioner's instructions for preparing envelopes to property owners within five hundred (500) feet of the subject property.

1. A list must be submitted containing all property owners' names and addresses with their respective parcel numbers who reside within five hundred (500) feet of the subject property.

A list of property owners can be obtained using the Kane County Public GIS Portal. Please see the link below and follow the instructions provided.

<https://www.kanecountyassessments.org/Pages/Buffer.aspx>

2. Provide staff with two (2) sets of unsealed, unstuffed, self-adhesive envelopes addressed to property owners and stamped with current postage. PLEASE DO NOT RUN THROUGH A POSTAGE METER.
3. The envelopes shall list the City of Geneva as the return address, not the applicant.

Return Address: City of Geneva
22 South First Street
Geneva, IL 60134

4. The City will write the legal notices regarding the application and mail them to the property owners using the supplied envelopes. The notices will be mailed within five (5) working days after a completed application is filed and again at least fifteen (15) and no more than thirty (30) days prior to the public hearing.

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 property owners 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 nominated Historic District boundaries.

Printed Name

Signature

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

Notary Public