



# HISTORIC LANDMARK NOMINATION

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## 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

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### INITIATING A HISTORIC LANDMARK NOMINATION

Applicants nominating a property for Historic Landmark designation are required to submit a complete Historic Landmark 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 Landmark 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 Landmark nomination.

Each Applicant is responsible for all direct expenses associated with the processing of a Historic Landmark 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 Landmark 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 Landmark nomination form (Part 1, consisting of 2 sections, and Part 2, consisting of 10 sections).

## NOMINATION REVIEW PROCESS

Upon receipt of an application packet for the designation of a property as a Historic Landmark, the Preservation Planner will review the nomination—within ten (10) 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 Landmark nomination form within fifteen (15) working days; failure to provide a revised nomination in a timely fashion will result in an automatic withdrawal of the nomination.

Within five (5) working days of receipt of a Historic Landmark nomination (whether or not deemed complete), the Preservation Planner shall notify, in writing and delivered by Certified Mail with return receipt, the Owner(s) of Record of the nominated property when the Applicant and Owner(s) of Record are not one in the same.

Within five (5) working days of receipt of a Historic Landmark nomination, the Preservation Planner will notify, in writing and by standard mail, all Owners of Record identified herein for notification of application submittal.

Once a complete and accurate Historic Landmark application is received, 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, as well as 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.

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 (5-15 minutes) of their Historic Landmark 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, 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 Historic Preservation Commission may request additional information from the Applicant prior to making a recommendation regarding Historic Landmark designation and may continue a public hearing to allow sufficient time for the Applicant to submit additional information as requested.

Within forty-five (45) calendar 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 Landmark Nomination form).

Upon hearing the Historic Preservation Commission's recommendation for or against the proposed Historic Landmark designation, the City Council shall approve or deny the Historic Landmark designation by ordinance. **In the case of Owner Objection, the City Council may only grant Historic Landmark designation with an affirmative vote of at least 2/3 of the aldermen.**

### **RECOGNITION OF HISTORIC LANDMARK DESIGNATION**

Following approval of a Historic Landmark 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 Landmark designation. No plaque or monument will be provided by the City of Geneva for Historic Landmark properties; however, the Owner(s) of Record may install, at their own expense and in accordance with local zoning laws, a plaque or monument identifying the property as a City of Geneva Historic Landmark.

### **HISTORIC LANDMARK 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 Landmark nomination application:

- A complete and signed copy of the attached Historic Landmark Nomination Form
- Sketch drawings of each floor/level of the building proposed for designation (PDF format clearly legible at 11" x 17")
- Photographs of all exterior sides of the building and photographs of all significant architectural features or details (jpeg format, minimum resolution 300 dpi)
- Historic images, if available (jpeg format, minimum resolution 300 dpi)
- Additional graphics, images and illustrative aids (PDF format clearly legible at 11" x 17")
- List of all major reference sources used to complete the Historic Landmark 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 property 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 five hundred feet (500) of the nominated property (Note: The City of Geneva employs a Notary Public at City Hall for your convenience).
  
- Two sets of unsealed, unstuffed and stamped envelopes addressed to each of the property owners 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
  
- 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.**

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# HISTORIC LANDMARK 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 Landmark nomination submittal must include (in the format specified) sufficient photographs, drawings and other relevant information to adequately describe the nominated property. A complete nomination must include the property's date of construction, historic use, current use and period of significance as well as a narrative that identifies the property's historical development, important people, significant architectural or site features, and existing conditions.

When a complete application for Historic Landmark 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.*

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

**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.*

**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 Landmark 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

*If the subject property is held by a Corporation, please attach the adopted resolution regarding support or objection of the proposed Historic Landmark nomination, if available*



# HISTORIC LANDMARK 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. 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 nominated for Historic Landmark designation.*

## 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. CRITERIA FOR DESIGNATION

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

- Property is located within the corporate boundaries of the City of Geneva.
- Property is at least 30 years old.
- Property possesses integrity of design, materials, workmanship, setting, location, feeling and association.
- Property has broad cultural, political, economic or social association with the historic development of the nation, state or community.
- Property is identified with a historic person or with important events in national, state or local history.
- Property has 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.
- Property is the notable work of a master builder, designer or architect whose work and/or activity has significantly influenced a period of Geneva's development.
- Property has an improvement of historic, architectural or cultural significance which is threatened with demolition by public or private action.

## 5. PROPERTY RECOGNITION

Is the nominated 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 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, is the nominated property (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 building and photographs of all significant architectural features or details. Photographs should clearly depict the existing character, condition and integrity of the nominated property. **Historic photographs and/or plans of the property to be nominated 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 nominated property. If the nominated property contains a significant landscape, please provide a sketch plan of the historic landscape plan and its significant components.

**Architectural Description of the Nominated Property.** Describe the physical appearance of the exterior(s) of the building(s) located on the nominated property, identifying the building shape, form, details and general characteristics from the ground plane to the roof. Include a description of each nominated building, structure, object, landscape or site on the subject parcel (*use additional pages, if needed*):

For each building, structure or object associated with the nominated property, complete the following descriptive checklist (*use additional pages, if needed*):

**Primary Building Function**

- |  |  |
|--|--|
| <input type="checkbox"/> Domestic/Residential  | <input type="checkbox"/> Recreational/Cultural |
| <input type="checkbox"/> Commercial/Office   | <input type="checkbox"/> Agricultural          |
| <input type="checkbox"/> Social/Fraternal  | <input type="checkbox"/> Industrial            |
| <input type="checkbox"/> Government  | <input type="checkbox"/> Health Care           |
| <input type="checkbox"/> Education   | <input type="checkbox"/> Transportation        |
| <input type="checkbox"/> Religious   | <input type="checkbox"/> Other: _____          |
| <input type="checkbox"/> Funerary  |  |
| <input type="checkbox"/> 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

- |   |   |
|---|---|
| <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)          |   |

**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)*

- Double Hung
- Casement
- Fixed/Picture

- Awning
- Hopper
- Other: \_\_\_\_\_

**Frame/Sash Material** *(check all that apply)*

- Historic Wood
- Historic Metal
- Other: \_\_\_\_\_

- Replacement Clad
- Replacement Vinyl

**Glazing** *(check all that apply)*

- Clear
- Colored
- Obscure / Pattern

- Beveled / Prismatic
- Art / Stained
- 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)*

- Porch or Porches
- Historic Street-facing Door(s)
- Transom(s)
- Sidelight(s)
- Historic Shutters
- Columns/Pilasters
- Porte Cochere/Car Port
- Balcony or Balconies

- Eave Brackets
- Gable Returns/Broken Pediment
- Dormer(s)
- Belvedere/Lantern/Cupola
- Historic Fencing
- Pergola/Arbor/Trellis
- Other: \_\_\_\_\_

**Roof Features**

**Form**

Flat/Shed

Gable

Hipped

Other: \_\_\_\_\_

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

Visible to street

Visible to the side

**Material**

Wood

Tile

Asphalt

Metal

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.*

**8. PROPERTY SIGNIFICANCE**

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

**9. 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 a property as a Historic Landmark 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 Landmark 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

**10. OWNER’S CERTIFICATION OF SUPPORT *(complete if Owner is in support of designation)***

I certify that I am the Owner or designated agent(s) for the Owner(s) of the nominated property and hereby affirm my support for designation of the property as a Historic Landmark within the City of Geneva, Illinois.

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

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**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 Subject Property.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public