



HISTORIC PROPERTY NOMINATION



All designations shall follow the regulations of Chapter 25, Historic Preservation Commission of the Burlington Municipal Code. To be considered for designation, districts or properties must meet the requirements of Chapter 25.06 Criteria for Consideration.

Please check which designation you are applying for:

Historic Landmark Nomination

Historic District Nomination

PETITIONER INFORMATION:

Name: _____ Phone: _____

Address: _____

PROPERTY INFORMATION:

Name of Proposed Historic District: _____

Is all or part of the proposed historic district contained within an existing National Register of Historic Places historic district? Yes _____ No _____

If Yes, which one? _____

Please provide the following information:

Designation of a **Historic District** or **Historic Landmark** may be proposed by any person or organization. Such proposal shall be filed with the Development Department upon this form and shall include the following data (attached to this form):

1. A map showing Assessor's plat of the area, boundary and boundary description, legal description, and size of area in acres;
2. Photographs and descriptive material of each building within proposed district.
3. List of all property owners and their addresses;
4. Narrative providing information concerning at least one of the following, but all which are applicable
 - a) Its association with events that have a significant contribution to the broad patterns of National, State, or local history; or

- b) Its association with the lives of persons significant in the National, State, or local history; or
 - c) Its embodying of the distinctive characteristics of a type, period, method of construction, etc.
5. Documentation (photographs or written statements) that indicates the structure(s) in the proposed district are a minimum of 50 years old; and
 6. Design criteria proposed as an aid to decisions on Certificates of Appropriateness (this document should be prepared by the petitioner, and/or with the assistance of the City Development Department staff).
 7. A list of the names and addresses of property owners within two hundred (200) feet of the subject property.
 8. (*For District Nomination Only*) - Information which indicates that sixty-six percent (66%) of the structures in the area are contributing and/or compatible.
 - a) A petition with the signatures of owners of real property within the proposed historic district. (In order for the nomination to be placed before the Historic Preservation Commission for consideration, a majority of the property owners, must sign the petition. City staff will assist the applicant with determining the number of signatures necessary).

Please return the completed application to the:

Historic Preservation Commission
 Community Development Department
 City Hall
 400 Washington Street
 Burlington, IA 52601

Phone: (319) 753-8151

All Historic Preservation Commission public meetings are held in the City Council Chambers at City Hall on the second Tuesday of every month at 7:00 PM unless otherwise notified.

Staff will keep the original signed nomination form and will return to the petitioner a photocopy of the application with staff comments.

Applicants will be notified by mail on upcoming hearing of his request.

PLEASE NOTE: The owner(s) of record, or a representative acting on their behalf (petitioner), should plan to attend the Commission meeting in person. It is important for someone to be present to respond to the Commission's inquiries and comments.

Contact person: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: W. _____ H. _____ C. _____

