



# HISTORIC 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. The City Code can be found on the website: [www.burlingtoniowa.org/development/committees](http://www.burlingtoniowa.org/development/committees)

Please check which designation you are applying for:

- Historic Landmark Nomination (individual properties)
- Historic District Nomination (collection of properties)

## PETITIONER INFORMATION:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## PROPERTY INFORMATION:

Name of Proposed Historic District: \_\_\_\_\_

Is all or part of the proposed historic district/landmark contained within an existing National Register of Historic Places historic district or listed as a landmark? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, which one? \_\_\_\_\_

Please provide the following information:

Any person or organization may propose the designation of a Historic District. Such proposal shall be filed with the Development Department upon the prescribed form and shall include the following information:

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. 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.
5. Documentation (photographs or written statements) that indicates the structures in the proposed district are a minimum of 50 years old.

6. Narrative providing information concerning at least one of the following, but all of 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.
6. Provide applicable information that indicates that 66% of the structures in the area are contributing and/or compatible (*For District Nominations Only*).
7. Design criteria proposed as an aid to decisions on Certificates of Appropriateness (this document should be prepared by the petitioner, with assistance of City Development Department Staff).

This document should be prepared by the petitioner. Any assistance in preparation of this document may be obtained from the City Development Department staff.

**Please return the completed application to the:**

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

Phone: (319) 753-8131  
[www.burlingtoniowa.org/development](http://www.burlingtoniowa.org/development)

All Historic Preservation Commission public meetings are held in the City Council Chambers at City Hall on the second Tuesday of every month at 6:00 p.m. 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: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: W. \_\_\_\_\_ H. \_\_\_\_\_ C. \_\_\_\_\_

Email: \_\_\_\_\_

