



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022  
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

[www.villageofglencoe.org](http://www.villageofglencoe.org)

Last Updated: November 7, 2017

### Application of Nomination for Historical Landmark Designation/Certification

This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to [info@villageofglencoe.org](mailto:info@villageofglencoe.org) or print and mail, fax or deliver the form to the department listed at the end of this form.

#### Section A: General Information

Please indicate what type of landmark designation you are applying for:

- Honorary Landmark
- Certified Landmark

Street Address of Proposed Landmark: \_\_\_\_\_

Real Estate Index (P.I.N) Number(s): \_\_\_\_\_  
(Please call the New Trier Township Office at 847-446-8202 for this information.)

Application is hereby made for nomination for Landmark designation/certification as provided within the Village of Glencoe as follows:

Owner: _____	Phone: _____	
Street Address: _____	City: _____	
State: _____	Zip Code: _____	E-mail: _____
Applicant's Name/Relationship to Owner: _____		
Street Address: _____	City: _____	
State: _____	Zip Code: _____	
E-mail: _____		

**Section B: General Descriptions – The home, structure, building, object, site or area:**

1) Please provide a complete description of the home including structure, building, object and/or site features. *Include a statement as to why you want to designate your home.* (Feel free to use additional space.)

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a. Period and Style (See architectural Guide Map): \_\_\_\_\_

2) Present Use: \_\_\_\_\_

3) Past Use: \_\_\_\_\_

4) Architect and/or Builder: \_\_\_\_\_

5) Date of Construction (if not known, approximate date): \_\_\_\_\_

a. Building materials:

i. Roof: \_\_\_\_\_

ii. Foundation: \_\_\_\_\_

iii. Exterior Walls: \_\_\_\_\_

iv. Other: \_\_\_\_\_

v. Does your house have aluminum or vinyl siding? \_\_\_\_\_

6) What exterior modifications have been made to the house? (Describe and all changes and additions.) \_\_\_\_\_

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7) Full legal description or copy of legal description (Sources: survey, title policy or deed):

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8) Include all historical information, including former owners, unusual events, etc.:

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9) Would the owner consent to an exterior site visit by the Commission or its representative?

Yes

No

10) Please provide written documentation that the owner has been notified of the proposed designation/certification (if different than the applicant). Does the owner consent to proposed landmark designation?

Yes

No

**Section C: Acknowledgement and Signature**

*The applicant(s) hereby attests to the correctness and completeness of the application submitted.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please, e-mail, mail, fax or deliver this form with any supporting material to:**

Village Manager's Office  
Village of Glencoe  
675 Village Court  
Glencoe, Illinois 60022

Phone: (847) 835-4114 | Fax: (847) 835-1785 | E-mail: [info@villageofglencoe.org](mailto:info@villageofglencoe.org)

**CHECKLIST FOR SUBMITTAL OF LANDMARK DESIGNATION APPLICATION**

- Completed application form.
- Copy of plat of survey with- full legal description or copy of property deed showing legal description.
- Real Estate Index Number (from your tax bill).
- Clear photographs of the front of the house; and oblique view of each side of house from public way and for corner lots a photograph of each side of the building facing a street (on attached sheets). Black and white acceptable. Try to eliminate foliage.
- Please enclose any historical photos you may have.
- Narrative explanation and other evidence substantiating claim for landmark status.



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Last Updated: September 26, 2017

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### Landmark and Historic District Designation Criteria Checklist

*This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to [info@villageofglencoe.org](mailto:info@villageofglencoe.org) or print and mail, fax or deliver the form to the department listed at the end of this form.*

#### Section A: General Considerations – The home, structure, building, object, site or area:

Has significant character, interest, or value as part of the historic, cultural, aesthetic, or architectural characteristics of the Village, State of Illinois, or the United States;

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Is closely identified with a historic person or persons;

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Involves the notable efforts of a master builder, designer, architect, architectural firm, or artists;

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Is rare, or is a particularly fine or unique example of a utilitarian structure and possesses a high level of integrity or architectural significance;

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Is in an area that has yielded or is likely to yield historically significant information, or even prehistoric data;

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Has the unique location or singular physical characteristics which make it an established or familiar visual feature; and,

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Is a former focal point of reference in the Village.

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**Section B: Architectural Considerations - The home, structure, building, object, site or area:**

Represents certain distinguishing characteristics of architecture inherently valuable for the study of a time period, type of property, method of construction, or use of indigenous materials that embody elements of design, detail, material, or craftsmanship of exceptional quality;-

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Has undergone minimal or no alteration since its original construction;

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Is one of the few remaining examples of a particular architectural style or is part of, a contiguous grouping that has a sense of cohesiveness expressed through a similarity of style, characteristics, time period, type of property, method of construction, or use of indigenous materials and accents the architectural significance of an area; and,

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The detail, material, and workmanship of the structure, building, object, or site can be valued in and of themselves as reflective of or similar to those of the majority of the other visual elements in the area.

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**Section C: Historical Considerations - The home, structure, building, object, site or area:**

Is an exceptional example of an historic or vernacular style;

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Is one of the few such remaining properties of its kind in the Village;

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Has a strong association with the life of a person, group or is associated with an organization or group, whether formal or informal, from which persons have significantly contributed to or participated in the historic or cultural events of the United States, the State of Illinois, or the Village;

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Is associated with a notable historic event;

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Is associated with an antiquated use due to technological or social advances; and,

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Is a monument to, or a cemetery of, a historic person or persons.

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### Section C: Acknowledgement and Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please, e-mail, mail, fax or deliver this form with any supporting material to:**

Village Manager's Office  
Village of Glencoe  
675 Village Court  
Glencoe, Illinois 60022

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