

# Historic Preservation Review Application



## SUBJECT PROPERTY INFORMATION

Property Address:	Individual Landmark Status or District:
Type of Review Requested (check all that apply): <input type="checkbox"/> Certificate of Appropriateness <input type="checkbox"/> Landmark Nomination <input type="checkbox"/> Certificate of Economic Hardship (see staff for additional requirements) <input type="checkbox"/> Other	
Type of Work Proposed (check all that apply): <input type="checkbox"/> Addition <input type="checkbox"/> Relocation <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Restoration/Rehabilitation	
Brief Project Description:	

## FOR INTERNAL USE ONLY

Case #:
Date Received:
Hearing Date:
Assigned to:

## PETITIONER & OWNER INFORMATION

### Petitioner

Petitioner's Name:	Phone:
Address (City, State, ZIP):	Email:

### Owner

Property Owner's Name and Owner's Authorized Representative Name (if the Petitioner is not the legal owner of the property):	Phone:
Address (City, State, ZIP):	Email:

### Attorney

Contact Name:	Business Name:	Phone:
Address (City, State, ZIP):		Email:

### Architect/Builder

Contact Name:	Business Name:	Phone:
Address (City, State, ZIP):		Email:

## PROPERTY OWNER SIGNATURE

I hereby depose and say that I have read the requirements and procedures outlined in Chapter 24 of the 1997 Highland Park Historic Preservation Ordinance, as Amended, and all of the above statements and statements contained in my application packet are true.

Property Owner or Authorized Representative Signature	Date	Petitioner Signature (If Other Than Property Owner)	Date
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# Authorization to Enter and Traverse Land

## AUTHORIZATION TO ENTER AND TRAVERSE LAND FOR RESEARCH BY HISTORIC PRESERVATION COMMISSION

This Authorization is dated as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the "Authorization") by and between \_\_\_\_\_ ("Owner") as owner of the property located at \_\_\_\_\_, Highland Park, Illinois ("Subject Property"), and the CITY OF HIGHLAND PARK, an Illinois municipal corporation (the "City").

### SECTION ONE. GRANT OF AUTHORIZATION.

A. The Owner grants and conveys to the City, its employees, the City Council, and the members of the Historic Preservation Commission (collectively, "City Representatives") authorization and a right to enter on, over, across, and upon the Subject Property, for the purpose of researching the requested relief for the Subject Property that is the subject of an application to the City for one or more of the following types of historic preservation relief: (i) review of a Significant Demolition Application pursuant to Section 170.040 of the City Code; or (ii) review of an application for a Certificate of Appropriateness pursuant to Section 24.030 of the City Code (collectively, "Historic Preservation Relief"), and for other purposes incidental thereto ("Historic Preservation Relief Research"). The Owner also grants the City Representatives authorization and a right to enter on, over, across, and upon any property owned or controlled by the Owner that is located adjacent to the Subject Property, if any, for the purpose of providing access to the Subject Property for the Historic Preservation Relief Research.

B. The Owner represents that it has the authority and power to grant this Authorization.

C. The Owner shall not take, or cause or permit any other party to take, any action that will impair, prevent, or prohibit the City Representatives' use of the Subject Property for the purposes stated in this Authorization.

### SECTION TWO. DUTY TO WARN.

The Owner shall notify the City Representatives of the presence of any items located on the Subject Property that require protection or may cause injury to the City Representatives.

### SECTION THREE. INSURANCE AND INDEMNIFICATION.

The City agrees to indemnify and hold harmless the Owner from all claims, losses, or damages of any kind, including legal and other expenses incidental to the investigation, defense, and settlement of such claims or losses to the extent such claims or losses result on the Subject Property from either the grossly negligent or willful acts or omissions of the City Representatives in performing the Historic Preservation Relief Research.

### SECTION FOUR. EFFECTIVE DATE.

This Authorization shall be effective for the period beginning on the date first written above and ending on the Expiration Date, as set forth in Section Five of this Authorization.

### SECTION FIVE. EXPIRATION DATE.

This Authorization shall expire immediately upon the final action of the City in its consideration of the application for Historic Preservation Relief; provided, however, that if the Historic Preservation Commission imposes a review period on the Subject Property pursuant to Sections 170.040(E)(2) or (3) of the City Code, "final action of the City" shall be deemed to occur on the date on which the applicable Review Period terminates.

### SECTION SIX. NO OBLIGATION OF CITY.

The City Representatives shall be under no obligation to exercise any of the rights granted to any of them in this Agreement. The failure of the City Representatives, or any one of them, to exercise at any time any such right shall not be deemed or construed to be a breach of this Authorization, nor shall such failure void or affect the City Representatives' right, or that of any one of them, to enforce such right or any other right.

OWNER

By: \_\_\_\_\_

CITY OF HIGHLAND PARK

By: \_\_\_\_\_

Director of Community Development or Designee

## SUPPLEMENTAL MATERIAL

The following attached items include required forms, templates, and informational material to complete this application.

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| <ul style="list-style-type: none"> <li>- Authorization to Enter and Traverse Land</li> <li>- Standards for Certificates of Appropriateness</li> <li>- Local Landmark Designation Process</li> </ul> | <ul style="list-style-type: none"> <li>- Determination of Significance/Demolition Review Information</li> <li>- Map of Local Historic Districts</li> <li>- Requests for HPC Letters of Support</li> </ul> |
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## APPLICATION CHECKLIST

Please submit the completed application form and all required materials to:

City of Highland Park  
Department of Community Development - Planning Division  
1150 Half Day Road, Highland Park, Illinois 60035

Questions? Contact the Planning Division at 847.432.0867 or visit [cityhpil.com](http://cityhpil.com).

Submittal Requirements: 8 paper copies + 1 digital copy

For Alterations/Additions:

- ☐ **Completed Application Form**
  - Authorization to Enter and Traverse Land
- ☐ **Floor Plans**
  - Existing and Proposed
- ☐ **Elevations**
  - Existing and Proposed
- ☐ **Photographs of the site**
  - Include all exterior elevations that will be impacted
- ☐ **Building materials**
  - Described in relation to existing materials
- ☐ **Project Narrative**
  - Describe the project
  - Address the Standards for Certificates of Appropriateness
- ☐ **Other Exhibits**
  - Additional photos, letters, reports, requested materials, etc.

For New Construction:

- ☐ **Floor plans**
  - For each level of proposed construction
- ☐ **Elevations**
  - For front, side, and rear yards
- ☐ **Site Plan**
  - Showing existing trees, driveway, walkways, required ravine setbacks, and zoning information (setbacks, FAR, etc)
- ☐ **Photographs of the Site**
  - Include site and surroundings within a 250' radius
- ☐ **Major Building Material Samples**
- ☐ **Typical Building Details**
- ☐ **Project Narrative**
  - Describe the project
  - Address the Standards for Certificates of Appropriateness
- ☐ **Other Exhibits**
  - Additional photos, letters, reports, requested materials, etc.

For Landmark Nominations (Designation or Removal):

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Completed Application Form</b> <ul style="list-style-type: none"> <li>- Authorization to Enter and Traverse Land</li> </ul> </li> <li><input type="checkbox"/> <b>Project Narrative</b> <ul style="list-style-type: none"> <li>- Provide a statement describing the property and setting forth reasons it is eligible for landmark designation or why a landmark designation is no longer appropriate.</li> </ul> </li> <li><input type="checkbox"/> <b>Floor Plans</b></li> <li><input type="checkbox"/> <b>Elevations</b></li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Photographs of the site</b></li> <li><input type="checkbox"/> <b>Building materials</b></li> <li><input type="checkbox"/> <b>Landmark Criteria</b> <ul style="list-style-type: none"> <li>- List the eligible <b>criteria</b> for landmark designation or that are no longer applicable for landmark designation (See Page 6 of this application or Section 24.015 of the Highland Park Code.</li> </ul> </li> <li><input type="checkbox"/> <b>Other Exhibits</b> <ul style="list-style-type: none"> <li>- Additional photos, letters, reports, requested materials, etc.</li> </ul> </li> </ul> |
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# Standards for Certificates of Appropriateness

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Below are the standards considered by the Historic Preservation Commission when awarding Certificates of Appropriateness for Additions/Alterations and New Construction. This is an abbreviated version of Sections 24.030 (C) and (D) of the Historic Preservation Ordinance:

- 1) **Height.** The height of the proposed new Structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visibly related.
- 2) **Proportion of front façade.** The relationship of the width to the height of the front elevation of the proposed new Structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visually related.
- 3) **Proportion of openings.** The relationship of the width to height of windows and doors of the proposed new Structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which the building is visually related.
- 4) **Rhythm of solids to voids in front facades.** The relationship of solids to voids in the front façade of the proposed new Structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visually related.
- 5) **Rhythm of spacing and structures on streets.** The relationship of the proposed new Structure or object to the open space between it and adjoining structures or objects shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which it is visually related.
- 6) **Rhythm of entrance porches, storefront recesses and other projections.** The relationship of entrances and other projections of the proposed new Structure to sidewalks shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which it is visually related.
- 7) **Relationship of materials and texture.** The relationship of the materials and texture of the façade of the proposed new Structure shall be visually compatible with the predominant materials used in the structures to which it is visually related.
- 8) **Roof shapes.** The roof shape of the proposed new Structure shall be visually compatible with the structures to which it is visually related.
- 9) **Walls of continuity.** Facades and property and site structures, such as masonry walls, fences, and landscape masses, shall, when it is a characteristic of the area, form cohesive walls of enclosure along a street, to ensure visual compatibility with the properties, structures, sites, public ways, objects, and places to which such elements are visually related.
- 10) **Scale of a structure.** The size and mass of the proposed new Structure in relation to open spaces, windows, door openings, porches, adjacent structures, and balconies shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which they are visually related.
- 11) **Directional expression of front elevation.** The proposed new Structure shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which it is visually related in its directional character, whether this be vertical character, horizontal character, or nondirectional character.
- 12) **Destruction or alteration of historic features.** The distinguishing historic qualities or character of a Property, Structure, site or Object and its environment shall not be destroyed. The Alteration of any historic or material or distinctive architectural features should be avoided when possible.

## Standards for Certificates of Appropriateness Continued

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- 13) **Archaeological and natural resources.** Every reasonable effort shall be made to protect and preserve archaeological and natural resources affected by, or adjacent to any project.
- 14) **Architectural compatibility.** In considering new construction, the Commission shall not impose a requirement for the use of a single architectural style or period, though it may impose a requirement for compatibility.
- 15) **Use compatibility.** Every reasonable effort shall be made to provide a compatible use for a Regulated Structure or Contributing Regulated Structure that requires minimal alteration of the Regulated Structure or a Contributing Regulated Structure and its environment, or to use a Regulated Structure or Contributing Regulated Structure for its originally intended purpose.
- 16) **Maintenance of Time Period Appearance.** All Regulated Structures or Contributing Regulated Structures shall be recognized as products of their own time and so alterations that have no historical basis and which seek to create an earlier appearance than is properly attributable to the particular Regulated Structure or Contributing Regulated Structure that is being altered shall be discouraged. However, contemporary design for Alterations and additions to Regulated Structures or Contributing Regulated Structures shall not be discouraged when such Alterations and additions do not destroy significant historical, architectural, visual, aesthetic, archaeological or cultural material, and such design is compatible with the size, scale, color, material, and character of the Regulated Structure or Contributing Regulated Structure, neighborhood or environment.
- 17) **Significance of changes made in the course of time.** Changes that may have taken place in the course of time are evidence of the history and development of Regulated Structure or Contributing Regulated Structure and their environments. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- 18) **Sensitivity to distinct features.** Distinctive stylistic features or examples of skilled craftsmanship or artistry, which characterize a Regulated Structure or Contributing Regulated Structure, shall be treated with sensitivity.
- 19) **Repair to deteriorated features.** Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material need not be identical to but should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures;
- 20) **Surface cleaning.** The surface cleaning of Regulated Structure or Contributing Regulated Structure shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historically, visually, aesthetically, culturally or archaeologically significant materials used in such Landmark, Regulated Structure, or a Contributing Regulated Structure shall not be undertaken;
- 21) Wherever possible, additions or Alterations to a Regulated Structure or Contributing Regulated Structure shall be done in such manner that if such additions or Alterations were to be removed in the future, the essential form and integrity of the Landmark, Regulated Structure, or Contributing Regulated Structure would not be impaired.

# Local Landmark Designation Process

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## WHAT IS THE HIGHLAND PARK HISTORIC PRESERVATION ORDINANCE?

The Highland Park Historic Preservation Ordinance provides a mechanism to identify and preserve the distinctive historic, architectural and/or landscaping features of Highland Park that represent the City's cultural, social, economic, political and architectural history. By encouraging preservation, rehabilitation and restoration, the City fosters civic pride in the beauty and noble accomplishments of the past as represented in Highland Park's landmark buildings and historic districts. Preservation efforts enhance the attractiveness of the City to its residents, home buyers, tourists, visitors and shoppers, and thereby support and promote business, providing economic benefit to the City.

## WHAT IS THE HISTORIC PRESERVATION COMMISSION?

The Preservation Ordinance created a need for the Historic Preservation Commission in 1984. The Commission is composed of nine citizens, appointed by the mayor, with a demonstrated interest, knowledge, ability, experience, and expertise in architectural restoration, rehabilitation, and local history.

The Commission meets at 7:30 PM every third Thursday at City Hall to carry out its responsibilities, which include making recommendations to the City Council on preservation issues, identification of landmark buildings and areas, and review of alterations to landmarks. The Commission also presents a variety of public awareness programs, informing residents on the importance of preserving historic resources.

*Note: Meeting dates vary. If you would like to attend a meeting, call the Department of Community Development to confirm the date and time: (847) 432-0867.*

## WHAT IS A HIGHLAND PARK LOCAL LANDMARK?

The City of Highland Park is empowered by ordinance to designate objects, structures, buildings, districts and sites as local landmarks if they have aesthetic, architectural, cultural and/or historic value. Highland Park's local landmark designation affords properties more protection than state or national landmarking programs do. Once a property is locally designated, any exterior alteration, construction, demolition or removal requiring a building permit is reviewed by the Historic Preservation Commission. The review process is handled in a timely fashion and careful consideration is given

to the owner's needs. The Commission works as a resource for owners of landmark properties. Property owners can rely on the Commission's technical expertise to aid them in developing their plans. Furthermore, Staff is assigned to landmark homeowners, giving them a dedicated City advocate.

## WHAT ARE THE BENEFITS OF OWNING A HIGHLAND PARK LANDMARK?

Highland Park landmarks receive community-wide recognition and protection. A certificate signed by the Mayor is presented to the owner(s) of a landmark property containing a statement of significance. Because Highland Park's Historic Preservation Ordinance is certified by the Illinois State Historic Preservation office, landmark owners are eligible for tax benefits. State legislation provides an eight year property tax assessment freeze for owners of single family residences that are substantially rehabilitated, following the Secretary of Interior Standards for Rehabilitation. For more information on the Property Tax Assessment Freeze Program call the Local Government Services Coordinator at the Illinois Historic Preservation Agency at (217) 785-4512. Landmark homes receive support from the Historic Preservation Commission and may be eligible for special City-sponsored incentives. Relative to any possible effect landmarking will have on the resale value of your house, we suggest you call a Realtor.



Henry Towner House c.1990  
133 Laurel Ave • Colonial Revival  
Architect Unknown  
Landmarked: 2000



# Local Landmark Designation Process Continued

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## CAN ALTERATION, CONSTRUCTION OR DEMOLITION OF A DESIGNATED LOCAL LANDMARK OCCUR?

Once a site or structure has been designated as a local landmark, the property is subject to Commission approval for exterior alterations, construction or demolition plans requiring a building permit. Interior work is never reviewed by the Commission. Unless specifically landmarked or it impacts the exterior, interior work is not reviewed by the Commission. Generally, building permits are required for any action other than basic maintenance and upkeep. This review process is an effective way to protect and preserve Highland Park's historical and architectural heritage and provides an excellent opportunity for property owners to receive free design review and technical advice from the Commission. It is unlikely that demolition of a landmark home will ever be allowed.

## ABOUT HIGHLAND PARK

Highland Park is predominantly a suburban residential community characterized by fine examples of many significant architectural styles dating from the 1870s to the present. Excellent Victorian structures stand side-by-side with Prairie School residences, historic revival style buildings and International Style homes. Some are very large; others are quite modest. But all contribute to the rich fabric of Highland Park architecture, which illustrates not a single period of outstanding significance, but a broad overview of the development of architectural styles.

In 1984, the City Council passed the Highland Park Historic Preservation Ordinance. The purpose of this Ordinance is to promote the educational, cultural, economic and general welfare of the community by protecting the City's heritage. This overview is not intended to be a substitute for City Ordinance Chapter 24: Historic Preservation. The Ordinance is available in its entirety for download, through the Department of Community Development, or from the City Clerk.



"Thornecote" c.1901  
215 Prospect • Howard Van Doren Shaw  
National Register of Historic Places  
Landmarked: 1987

## WHAT ARE THE CRITERIA FOR DETERMINING HIGHLAND PARK LANDMARKS?

In making decisions about whether a nominated property qualifies as a Highland Park Landmark, the Preservation Commission will consider the criteria listed below (Section 24.015):

- 1) It demonstrates character, interest or value as part of the development, heritage or cultural characteristics of the City, county, state or country;
- 2) It is the site of a significant local, county, state or national event;
- 3) It is associated with a person or persons who significantly contributed to the development of the City, county, state or country;
- 4) It embodies distinguishing characteristics of an architectural and/or landscape style valuable for the study of a specific time period, type, method of construction or use or indigenous materials;

5) It is identifiable as the work of a notable builder, designer, architect, artist, or landscape architect whose individual work has influenced the development of the City, county, state, or country;

6) It embodies, overall, elements of design, detailing, materials, and/or craftsmanship that renders it architecturally, visually, aesthetically, and/or culturally significant and/or innovative;

7) It has a unique location or it possesses or exhibits singular physical and/or aesthetic characteristics that make it an established or familiar visual feature;

8) It is a particularly fine or unique example of a utilitarian structure or group of such structures, including, but not limited to farmhouses, gas stations or other commercial structures, with a high level of integrity and/or architectural, cultural, historical and/or community significance; and/or

- 9) It possesses or exhibits significant historical and/or archaeological qualities.

The nominated property must also demonstrate sufficient integrity of location, design, materials, and workmanship to make it worthy of preservation or rehabilitation and any nomination must include the written consent of the owner for the landmark designation.

*Prepared by the Highland Park Historic Preservation Commission, August 2007 (updated December 2018)*

# Determination of Significance/Demo Review Info

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## GENERAL INFORMATION

The following outlines the demolition Permit process. Please refer to Section 170.040 of the Highland Park Code for additional information.

- 1) All demolition applications for residential structures in Highland Park Zoning Districts R1, R2, R3, R4, R5, R5A, R6, R7, RM1, and RM2 are subject to a historic preservation review by the City's Historic Preservation Commission.
- 2) The Commission meets on the second Thursday of every month at 7:30 pm. The meetings are held in the Pre-Session Meeting Room on the second floor of Highland Park City Hall, located at 1707 St. Johns Avenue.
- 3) Demolition applications must be received at least 21 days (three weeks) before the meeting date of the Commission at which the historic preservation review occurs. This deadline is important, so please factor it in to your timeline.
- 4) An owner or owner's representative must attend the Historical Preservation Commission meeting at which the historic review of the Demolition Application is scheduled. This individual should be able to answer questions about the recent history and condition of the residential structure(s) in question and authorized to speak on behalf of the applicants.
- 5) Photographs are required as part of the demolition permit application. However, additional exhibits may be presented at the meeting of the Historic Preservation Commission to document the current condition of the structure(s). This may include additional photographs or technical information demonstrating structural and historical integrity.

## PROCESS

At the Historic Preservation Commission Meeting, City Professional Staff will present a brief historical summary of the property for which you have submitted a Demolition Application. The Commission will have a chance to ask questions of Staff. The owner or his representative will also have the opportunity to address the Commission with any comments or additional information.

The Commission will discuss the building or structure proposed for demolition and determine which, if any, of the nine Landmark Criteria in the City Code under Section 24.015 are satisfied (See Local Landmark Designation Process for Criteria). If the Historic Preservation Commission determines that the Structure that is the subject of the Demolition Application satisfies:

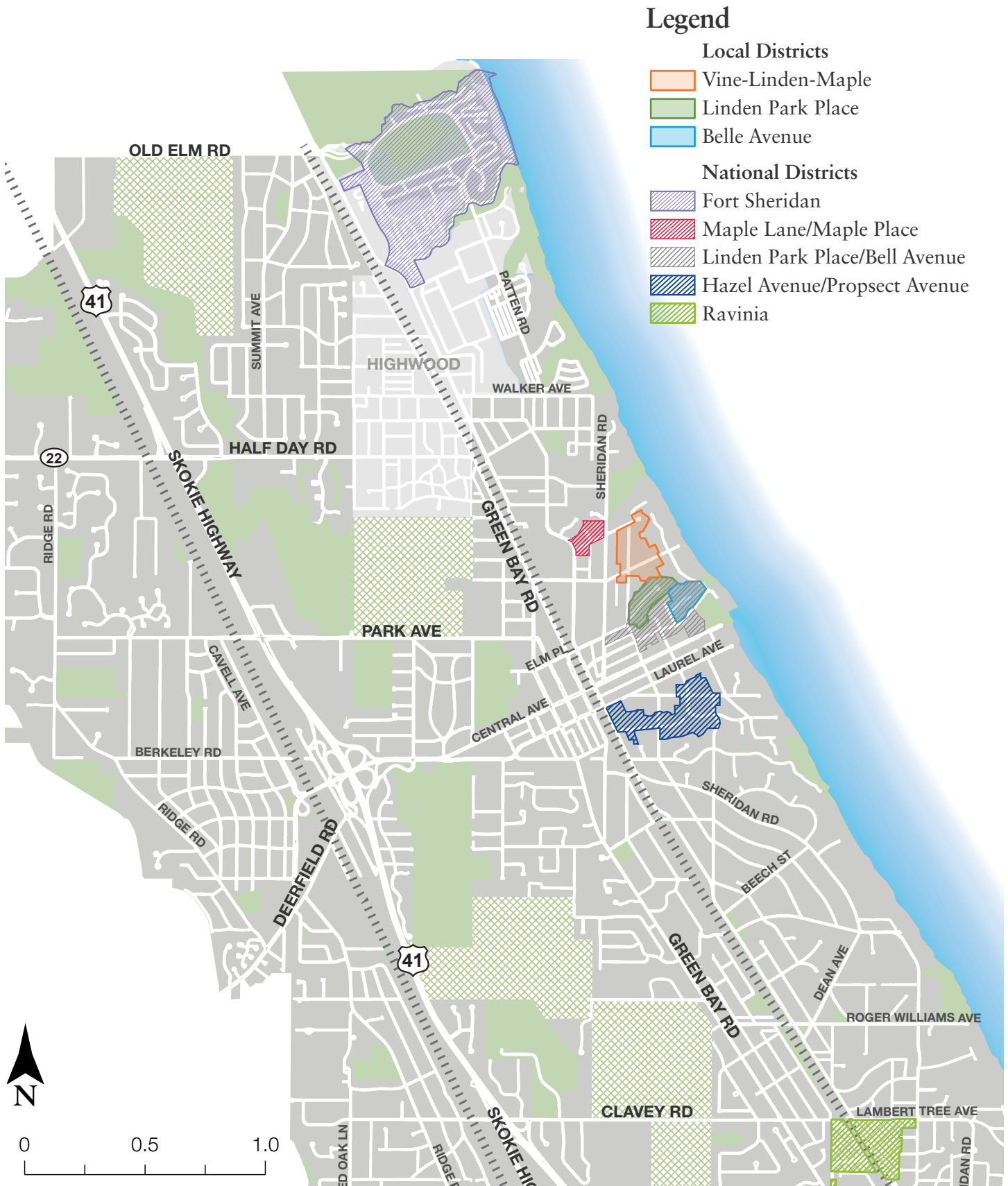
- **Four or more of the Landmark Criteria**, and has sufficient integrity of location, design, materials, or workmanship to make it worthy of preservation or Rehabilitation, then a mandatory 365-day Review Period commences on the date that the complete demolition permit application was submitted to Highland Park's Building Division.
- **Three or two of the Landmark Criteria**, and has sufficient integrity of location, design, materials, or workmanship to make it worthy of preservation or Rehabilitation, then a mandatory 180-day Review Period commences on the date that the complete demolition permit application was submitted to Highland Park's Building Division.
- **One or none of the Landmark Criteria**, or does not have sufficient integrity of location, design, materials, or workmanship to make it worthy of preservation or Rehabilitation, in which case the Application for Demolition shall be processed.

Please note the following:

- 1) No "Regulated Activity" (demolition or any other action that requires a building permit) may take place during this review period.
- 2) During either a 180-day or 365-day review period, the Commission may receive nominations to designate the building or structure as a local historic landmark.
- 3) There is an appeal mechanism whereby the City Council can reduce a 365-day review period to 180 days.
- 4) The Historic Preservation Commission has the authority to terminate a demolition delay based on a set of specific standards. Please speak with City Staff for more information on the City Council appeal and the possibility of requesting a termination.



# Highland Park Historic Districts



# Requests for HPC Letters of Support

You may apply to the Historic Preservation Commission for a Letter of Support to other City commissions, such as the Plan and Design Commission, the Zoning Board of Appeals, or the Sustainability Advisory Group.

Does your project qualify for a Letter of Support from the Historic Preservation Commission? Find out below:

