

# CITY OF OTTAWA HISTORIC PRESERVATION COMMISSION

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## HISTORIC BUILDINGS AND SITES REGISTER NOMINATION FORM

Please type or submit on-line at [www.cityofottawa.org](http://www.cityofottawa.org)

Property Owner Name: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Location of property: \_\_\_\_\_

Tax I.D. Number: \_\_\_\_\_

*Attach Legal Description*

*Provide digital current exterior photos of all sides of the property*

Architect (if known) of property: \_\_\_\_\_

Period of significance: \_\_\_\_\_

Significant date: \_\_\_\_\_

Describe why this property is being nominated:

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Authenticity of Landmarks:

The term "integrity" shall mean the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period.

The Ottawa Historic Preservation Commission will consider the “integrity” of a property as the first and foremost criteria for recommendation and placement on the Ottawa Historic Landmark Registry.

Why do you think the building has integrity: (attach separate document if necessary):

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Indicate which of the criteria in City of Ottawa Municipal Code Chapter 42, Section 42-71 are met:

- (1) Its significant value as part of the historical, cultural, artistic, social, ethnic, political or other heritage of the community, state or nation.
- (2) Its location as a site of significant local, county, state or national event.
- (3) Its identification with a person who significantly contributed to the development of the community, county, state or nation.
- (4) Its identification as the work of a master builder, designer or architect whose individual work has influenced the development of the community.
- (5) Its embodiment of elements of design, detailing, materials or craftsmanship that renders it architecturally significant or innovative.
- (6) Its embodiment of distinguishing characteristics of an architectural style valuable for the study of the period, type, method of construction or use of indigenous materials.
- (7) Its archaeological significance to the community, county, state or nation for information it has yielded or is likely to yield important to history or prehistory.
- (8) Its character as a particularly fine or unique example of utilitarian structure including, but not limited to, farmhouses, gas stations or other commercial structures with a high level of integrity or architectural significance.
- (9) Its establishment of a sense of time and place unique to the city.

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Architectural style: \_\_\_\_\_

Materials:                      Foundation: \_\_\_\_\_

  Outside Walls: \_\_\_\_\_

  Roof: \_\_\_\_\_

*Attach architectural or historical significance or uniqueness of locale*

Date of construction: \_\_\_\_\_

Previous Ownership: \_\_\_\_\_

Current use of building/site: \_\_\_\_\_

**Owner consent:**

*I/we hereby affirm that I have full legal capacity to authorize the filing of this application and that all information submitted are true and correct to the best of my knowledge. The owner invites City representatives to make all reasonable inspections and investigations and take pictures of the exterior of the subject property during the processes period of this request.*

*I/we understand that this is a voluntary program. I also understand that the City has the right and discretion to approve or deny any project or portions thereof.*

*I/we authorize the use of any picture involving this project by the City of Ottawa for publication and use on the City's website.*

\_\_\_\_\_  
Print owner name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print owner name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

## Sec. 42-71. Criteria for designation.

### A. Authenticity of Landmarks

The term “integrity,” as used in this section, shall mean the authenticity of a property’s historic identity, evidenced by the survival of physical characteristics that existed during the property’s historic or prehistoric period.

The Ottawa Historic Preservation Commission will consider the “integrity” of a property as the first and foremost criteria for recommendation and placement on the Ottawa Historic Landmark Registry.

### B. Other Criteria

The commission shall consider the following criteria in recommending the designation of areas, places, buildings, structures, works of art and other objects as city landmarks:

- (1) Its significant value as part of the historical, cultural, artistic, social, ethnic, political or other heritage of the community, state or nation.
- (2) Its location as a site of significant local, county, state or national event.
- (3) Its identification with a person who significantly contributed to the development of the community, county, state or nation.
- (4) Its identification as the work of a master builder, designer or architect whose individual work has influenced the development of the community.
- (5) Its embodiment of elements of design, detailing, materials or craftsmanship that renders it architecturally significant or innovative.
- (6) Its embodiment of distinguishing characteristics of an architectural style valuable for the study of the period, type, method of construction or use of indigenous materials.
- (7) Its archaeological significance to the community, county, state or nation for information it has yielded or is likely to yield important to history or prehistory.
- (8) Its character as a particularly fine or unique example of utilitarian structure including, but not limited to, farmhouses, gas stations or other commercial structures with a high level of integrity or architectural significance.
- (9) Its establishment of a sense of time and place unique to the city.

C. Any structure, site or object that meets one or more of the criteria listed in subsection (a) of this section shall also have sufficient integrity of location, design, elements, and workmanship to make it worthy of preservation.

D. Every reasonable effort shall be made to provide compatible use for a property which requires minimal alteration or to use a property for its originally intended purposes.

E. The commission shall consider the following criteria in recommending the designation of historic districts:

- (1) The historic district contains one or more landmarks along with such other buildings, places or areas within its definable geographic boundaries which, while not of such historic significance to be designated as landmarks, nevertheless contribute to the overall visual characteristics of the landmark or landmarks located in such district;
- (2) A significant number of structures meeting any of the standards under landmark designation criteria;
- (3) Establishing a sense of time and place unique to the city; and/or
- (4) Exemplifying or reflecting the cultural, social, economic, political or architectural history of the nation, the state or the city.

(Code 1987, § 29.10) (Ord. 43-2009, Amd. 6-2-09)

**Sec. 42-72. Procedures for designating landmarks and historic districts.**

(a) A place, building, structure or object may be designated a landmark or an area or district designated a historic district by the city council from recommendations made by the commission. The commission shall provide for consideration of a place, building, structure, object, area or district upon the petition of any person. The commission may recommend any place, building, structure, object, area or district which in the commission's opinion is within the criteria established pursuant to this article as a landmark or historic district.

(b) A copy of the petition for designation of a landmark or a historic district shall be sent to the owner or owners of record of the place, building, structure, object, area or district at least 30 days before a meeting of the commission to consider the petition. The owner of record shall have the right to be heard and to present evidence at such meeting as well as any interested party. The commission's recommendation shall be made publicly available for review at least 30 days before the city council acts on the recommendation. Before any recommendation is approved it shall be considered at a public meeting of the city council and the public shall have reasonable opportunity to be heard.

(Code 1987, § 29.11)

**Sec. 42-73. Additions, alterations and demolitions.**

(a) A certificate of appropriateness shall be required before a building permit, moving or building permit or demolition permit is issued for any designated historic landmark or any building, structure or site or part thereof in the historic district. It is required if the building, structure or site will be altered, extended, or repaired in such a manner as to produce a major change in the exterior appearance of such building or structure. Such major changes include, but are not limited to:

- (1) Major changes by addition, alteration, maintenance, reconstruction, rehabilitation, renovation or repair.
- (2) Any new construction and demolition in whole or in part requiring a permit from the city.

- (3) Moving a building.
- (4) Any construction, alteration, demolition, or removal affecting a significant exterior architectural feature as specified in the ordinance designating the landmark or historic district.

If the city council determines that a threat to the public health or safety exists, it shall authorize immediate demolition pursuant to subsection (g) of this section.

(b) Within 30 days of the filing for a permit, as required in subsection (a) of this section, any person may make a written request to the commission that a meeting be held on the subject of the proposed action. If such request is made, the commission shall schedule and give notice of the date, time, and place of the meeting. Such notice shall be given at least 30 days before the date of the meeting. Notice of the meeting shall be published in a newspaper having general circulation in the city and a copy of the notice shall be conspicuously posted on or conveniently near the landmark or other property located within a historic district. The meeting shall be held within 60 days from the time of the written request.

(c) Topics to be discussed at this meeting shall include, but not be limited to, methods for carrying out the proposed act so as to avoid the adverse effect, the feasibility of minimizing the adverse effect, methods for preserving the landmark or other property located within a historic district, ways to finance the preservation, and possible alternatives to the proposed action.

(d) The commission shall aid all interested parties to explore every possible avenue for the substantial preservation of the landmark or other property located within a historic district, including, but not limited to, minimal modification or acquisition by a public body for use or preservation. Within 30 days following the meeting, the commission shall:

- (1) Recommend to the city council that a certificate of appropriateness be issued if the commission determines that the:
  - a. Person filing notice of the proposed act has negotiated with the commission in good faith and further negotiation or delay would not be productive; or
  - b. Proposed action would not have an impact significant enough to warrant further delay.
- (2) Recommend to the city council that a certificate of appropriateness be issued if the person filing notice of the proposed action agrees to modifications of such proposed action stipulated by the commission.
- (3) Delay the recommendation for the issuance of a certificate of appropriateness for a period of up to 90 days if the commission

determines it cannot issue such certificate under the provisions of subsection (d)(1) or (d)(2) of this section. At any time up to such 90 days, the commission may require the owner of record to the landmark or other property located within a historic district, to bargain in good faith with the commission concerning the ultimate use of or any alteration or addition that may affect the landmark or other property located within a historic district, or to examine all possible resources to provide for the documentation by measured drawings, photographs or archeological salvage, or all of such documentation methods, to provide a lasting record of the appearance, character and significance of the landmark or other property located within a historic district.

(e) If within 30 days of the receipt of the notice required by subsection (b) of this section no meeting is requested, the commission shall aid all interested parties to explore every possible avenue for the substantial preservation of the landmark or other property located within a historic district including, but not limited to, minimal modification or acquisition by a public body for use or preservation within 120 days of the receipt of such notice required by subsection (b) of this section the commission shall take one of the actions prescribed by subsection (d)(1), (d)(2) or (d)(3) of this section.

(f) In any case where the commission has delayed the recommendation for the issuance of a certificate of appropriateness pursuant to subsection (d)(3) of this section and 90 days have elapsed without the issuance of such certificate, the city council shall issue such certificate at the request of the person filing notice of the proposed act.

(g) In any case where the commission determines that an imminent threat to the public health or safety exists due to the condition of the landmark, it shall waive all requirements of this article for public notice and meeting and immediately recommend to the city council that it issue a certificate of appropriateness.

(Code 1987, § 29.12)