



CITY OF SOUTH BEND

HISTORIC PRESERVATION COMMISSION



LOCAL HISTORIC LANDMARK—DESIGNATION PROCEDURE

- 1) A Local Historic Landmark designation can be initiated upon the request of an owner, representative, concerned citizen or group, the Historic Preservation Commission, its Staff or Landmarks Committee, or other governmental body through a formal nomination process. The Local Historic Landmark designation nomination is attached, as well as a short list of required materials. HPC Staff reserves the right to request additional materials as it deems necessary for a complete application.
- 2) After a complete application has been received, it will be scheduled for First Reading at an upcoming meeting of the Historic Preservation Commission. First Reading serves only to inform the public that a designation request has been initiated and does not include public comment at that time. First Reading refers the matter to the Landmarks Committee for review unless that body has already fulfilled its duty.
- 3) The HPC Landmarks Committee will review a landmark nomination against the following criteria: (1) historic and cultural value, (2) educational value, and (3) suitability for preservation. A report will include an unfavorable/favorable recommendation. The report from the Landmarks Committee will be presented to the Historic Preservation Commission during Second Reading.
- 4) Second Reading will be included on a subsequent meeting agenda of the Historic Preservation Commission under the Public Hearing Section, and the agenda will serve as formal notification of Second Reading. The designation requestor(s) and owner(s) of the subject property will be notified as to the specific meeting date and time.
- 5) During Public Hearing for Second Reading, the Commission will invite comments from interested parties, including those in favor or opposed to the designation. Once the Public Hearing has concluded, the Commission will take action. If the designation is approved (by Resolution), the Historic Preservation Commission will provide the appropriate Council of its final recommendation with a courtesy draft of the proposed ordinance (including cover letter and legal description).
- 6) The path for designation will then follow any procedures set by the respective Council (Readings and Public Hearings). If designated, the ordinance for the Landmark will be filed with the St. Joseph County Recorder's Office, the City of South Bend Clerk (when applicable) and in the office of the Historic Preservation Commission. The Landmark would then be subject to Historic Property Standards unless special standards were adopted as a substitute.

Please submit items listed below to Historic Preservation Commission:

1. Local Historic Landmark Nomination
2. Local Historic Landmark Owner Consent
3. Full front photograph of site, building, or structure and any additional photographs depicting geographical areas of proposed.
4. \$25 Recording Fee

MICHELE GELFMAN
PRESIDENT

A CERTIFIED LOCAL GOVERNMENT
OF THE NATIONAL PARK SERVICE

ADAM TOERING
HISTORIC PRESERVATION ADMINISTRATOR

CITY OF SOUTH BEND | HISTORIC PRESERVATION COMMISSION

LOCAL HISTORIC LANDMARK—NOMINATION

Name of Nominated Site, Building, or Structure:

Full Address:

Legal Description:

Reasons for Local Historic Landmark designation:

Historical and cultural significance:

Educational value:

Suitability for preservation:

Describe any noteworthy architectural/landscape features:

CITY OF SOUTH BEND | HISTORIC PRESERVATION COMMISSION

LOCAL HISTORIC LANDMARK—OWNER CONSENT

I, the undersigned property owner, grant the Historic Preservation Commission of South Bend and St. Joseph County permission to have the property located at:

Declared a Local Historic Landmark under ordinance.

I do also approve of the classification of this building under Historic Property Standards.

Signature of Owner:

Date: