



## INDEPENDENCE HERITAGE COMMISSION NOMINATION FOR LOCAL HISTORIC DESIGNATION

### INSTRUCTIONS FOR COMPLETING AND FILING THE NOMINATION FOR LOCAL DESIGNATION

Applications may be submitted to the Community Development Department, Historic Preservation Division, located at 111 East Maple Avenue at any time between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday. Upon receipt of Section I, Preservation Staff will arrange a consultation session with the nominating party to review the proposed nomination and to provide direction on how to proceed with Section II of the nomination form. For additional information, Preservation Staff can be arranged to provide further assistance. Staff can be reached at 816-325-7419 or via e-mail at: [hcarpini@indepmo.org](mailto:hcarpini@indepmo.org).

Section I of the nomination form must be accompanied by photographs of the related property/properties, the proposed legal description and/or boundaries, and proof of consent of the owner(s) of record. In the case of a district designation, proof of owner's consent of at least 51% of the affected parcels in the proposed district, exclusive of all publicly owned property, streets and alleys. In addition, please attach the associated National Register forms, if the property/properties are already listed on the National Register of Historic Places.

Please read the attached general information regarding nominations for local designation before completing the nomination form.

**IMPORTANT NOTE: ALL ITEMS MUST BE COMPLETED AND REQUIRED DOCUMENTATION SUBMITTED BEFORE THE NOMINATION CAN BE CONSIDERED.**

HC Case Number \_\_\_\_\_

Date Submitted \_\_\_\_\_



**INDEPENDENCE HERITAGE COMMISSION  
NOMINATION FOR LOCAL HISTORIC DESIGNATION**

**SECTION I-PRELIMINARY REVIEW**

Please type or print the following information:

**CATEGORY**

- |                                      |                                   |                                    |
|--------------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Building(s) | <input type="checkbox"/> District | <input type="checkbox"/> Structure |
| <input type="checkbox"/> Site        | <input type="checkbox"/> Object   |                                    |

**TYPE OF DESIGNATION REQUESTED**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Local Landmark | <input type="checkbox"/> Historic District | <input type="checkbox"/> Conservation District |
| <input type="checkbox"/> New            | <input type="checkbox"/> Amended           | <input type="checkbox"/> Other _____           |

**DISTRICT PROPERTY INFORMATION (IF APPLICABLE)**

Contributing Properties \_\_\_\_\_ Non-contributing Properties \_\_\_\_\_

**PROPERTY INFORMATION** (Attach additional sheets if necessary)

NAME OF NOMINATED PROPERTY (historic or other): \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

OWNER(S) OF RECORD: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LEGAL DESCRIPTION(S): \_\_\_\_\_

\_\_\_\_\_

HISTORIC USE OR FUNCTION: \_\_\_\_\_

CURRENT USE OR FUNCTION: \_\_\_\_\_





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## SECTION II-SIGNIFICANCE

*CRITERIA FOR EVALUATING SIGNIFICANCE OF LANDMARKS AND HISTORIC DISTRICTS (Check all that apply):*

- Associated with events that have made a significant contribution to the broad patterns of history;
- Associated with the lives or persons significant to the past;
- Embodies the distinctive characteristics of a type, period, or method of construction, represent the work of a master, possess high artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction; or,
- Has yielded, or may be likely to yield, information important in prehistory or history.

*CRITERIA FOR EVALUATING SIGNIFICANCE OF CONSERVATION DISTRICTS (Check all that apply):*

- Was developed at least 50 years ago and retain distinctive architectural and historical characteristics;
- Has a recognized neighborhood identity and character;
- Has a relationship to urban or neighborhood centers or historic areas where preservation of that relationship is critical to the protection of that historic area; or
- Owing to its unique location or singular physical characteristics, represents an established and familiar visual feature of the neighborhood, community, or city.

STATEMENT OF SIGNIFICANCE (based on qualifying criteria):

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PERIOD OF SIGNIFICANCE: \_\_\_\_\_

BIBLIOGRAPHY (cite the books, articles, and other resources used in preparing the nomination):

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BOUNDARY JUSTIFICATION (Explain why the proposed boundaries were selected):

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ADDITIONAL DOCUMENTATION:

- Continuation Sheets
- Independence Historical Survey Form for nominated property
- Maps indicating the property location(s) and boundaries
- Digital Images
- Other \_\_\_\_\_

NOMINATION PREPARED BY:

Name \_\_\_\_\_

Organization \_\_\_\_\_

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

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Phone/Fax \_\_\_\_\_

APPLICANT'S SIGNATURE(S):

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

OWNER'S SIGNATURE(S) AUTHORIZING NOMINATION OF PROPERTY  
(Signatures must represent all owners of record):

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

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**Once all applicable sections are completed, return the form and all accompanying documentation to:**

Historic Preservation Division  
City of Independence  
111 East Maple Avenue  
Independence, Missouri 64050

## **NOMINATION FOR LOCAL DESIGNATION GENERAL INFORMATION**

### **LOCAL LANDMARK/DISTRICT DESIGNATION**

Pursuant to Article 30 of the City Code, properties that are determined to be architecturally and/or historically significant must possess integrity of location, design, setting, materials, workmanship, feeling, and association. Such properties must also meet one of the following criteria:

- Be associated with events that have made a significant contribution to the broad patterns of history;
- Be associated with the lives or persons significant to the past;
- Embody the distinctive characteristics of a type, period, or method of construction, represent the work of a master, possess high artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction; or,
- Has yielded, or may be likely to yield, information important in prehistory or history.

### **CONSERVATION DISTRICT DESIGNATION**

To qualify as a conservation district, a contiguous area of buildings and landscape elements must meet one of the following criteria:

- Was developed at least 50 years ago and retain distinctive architectural and historical characteristics;
- Has a recognized neighborhood identity and character;
- Has a relationship to urban or neighborhood centers or historic areas where preservation of that relationship is critical to the protection of that historic area; or
- Represents an established and familiar visual feature of the neighborhood, community, or city.

Nominations for designation of Local Landmarks and Historic or Conservation Districts are made to the Heritage Commission and may be submitted by a member of the Commission, the owner of record of the property, City Council, or any other person or organization with the consent of the owner(s) of 51% of the square footage within a proposed District (when applicable).

## **NOMINATION PROCESS**

Nominations for Local Landmark or District designation must be submitted to Preservation Staff using the attached two-part form. Section I is an initial data sheet to be submitted first, along with preliminary photographs of the associated properties, documentation showing consent of the property owners, and a description of the potential boundaries of the associated property/properties. If any of the related properties are already listed on the National Register of Historic Places, a copy of the National Register form(s) should also be attached. Upon submission of Section I, staff will arrange a consultation session between the nominating party, staff, and review committee established by the Heritage Commission. This session is designed to provide the applicant with direction regarding the potential for designation as well as how to proceed with completing the nomination process.

Section II of the form includes a statement of significance, physical description, justification of the proposed boundaries, submission of additional documentation such as Independence Historical Survey forms, Sanborn Maps, property appraiser information, etc., black and white photographs of the related property/properties, and maps indicating the property locations and boundaries. Completion and submission of Section II is the responsibility of the nominating party, however, Preservation Staff will be available for consultation as needed.

## **DETERMINATION BY THE HERITAGE COMMISSION**

Within 60 days of submission of Section II on the nomination form the Heritage Commission will hold a public hearing on the proposal. Prior to the hearing, written notice will be given to the owners of record of the associated property/properties under consideration for designation. Public notice of the hearing will also be given according to City Policy.

Upon hearing the proposal, the Commission will adopt by resolution a recommendation that the nominated property/properties does or does not meet the criteria for designation as outlined in Article 30 of the City Code. This resolution will be accompanied by a report to the Planning Commission containing the following:

- A description of the significance or lack of significance of the nominated property/properties as it relates to the criteria for designation;
- An explanation of the integrity or lack of integrity of the nominated property/properties;
- A written report describing the character and significance of the associated property/properties, legal boundary description and justification for boundaries in accordance with the National Register Criteria for Evaluation (36 CFR part 60) established by the Secretary of the Interior,

documentation of owner consent or objection, specific criteria and guidelines to preserve its significance, including current and permitted uses, information about any specific features to be defined in the Article, and information regarding any comprehensive or master plan, zoning requirements, projected public improvements and development plans applicable to the area;

- A map or maps indicating proposed boundaries and ownership consent.

Notice of the determination by the Heritage Commission, including a copy of the Commission's report, will be sent to the owners of record and to the nominating party within seven (7) days of the determination. A copy of the Commission's report will also be available to the public in the City Clerk's Office.

### **ACTION BY THE PLANNING COMMISSION**

Within 30 days of receipt of the recommendation and report of the Heritage Commission to designate a Local Landmark or District, the Planning Commission will hold a public hearing and adopt by resolution a recommendation to the City Council. In its resolution, the Planning Commission will approve or deny the recommendation of the Heritage Commission.

If the Planning Commission approves the recommendation for historic designation, it shall create an amendment to the Zoning District Map in the form of an overlay zone and the Heritage Commission's report and recommendation for designation are then forwarded to the City Council for consideration.

If the Planning Commission denies the recommendation of the Heritage Commission, the Planning Commission will prepare a report delineating its reasons for such denial and shall submit this report and the Planning Commission's recommendation, to the City Council for consideration.

### **ACTION BY THE CITY COUNCIL**

The City Council shall act on the proposed designation within 60 days of receipt of the reports and recommendations of the Planning Commission and the Heritage Commission. In the case where both Commissions are in favor of designation, the Council will hold a new evidence only public hearing as provided in Section 14.01.008 of the City Code. The Designation Ordinance will include a legal description of the boundaries of the proposed Landmark or District, information on the significance of the area, a statement on the reasons for the designation, and information about any specific features being protected. The Council may approve or disapprove the proposed ordinance and the amendment to the Zoning District Map.

If the report and recommendation of the Planning Commission is against a proposed designation, the City Council will hold a full public hearing before

considering the proposed designation ordinance. The Council may then accept either the Planning Commission's or the Heritage Commission's recommendation.

Within 15 days after the decision of the Council, the City Clerk will provide written notification of the City Council's action by regular mail to the nominating party and the owner(s) of record for the Local Landmark or District. The notice will include a copy of the designation ordinance and the zoning map amendment passed by the City Council. In the case of a denial by the City Council, a nomination for designation may not be resubmitted for three (3) years.