



CITY OF TOPEKA

Topeka Planning Department
620 SE Madison Street, Unit 11
Topeka, Kansas 66607-1118

Phone (785) 368-3728
Fax # (785) 368-2535
www.topeka.org

Application Materials

Historic Landmark District Designation

In the

City of Topeka, Kansas

MASTER NOMINATION FORM HISTORIC LANDMARK DISTRICT DESIGNATION

We hereby nominate the following described property to be designated as a Topeka HISTORIC DISTRICT as established by Section 18.255 of the Code of the City of Topeka.

INSTRUCTIONS AND SUMMARY INFORMATION

1. The proposed District name: _____
2. Attach an area map and written legal description of the proposed historic district. The map should delineate the boundaries of the proposed District, and identify each structure of importance or value (i.e., "contributing structure") by a number or letter designation. It should also identify non-contributing structures, and owners of all structures who consent to district designation.
3. How many properties are included in the proposed historic district? _____
4. Describe why this area deserves to be recognized as a Local Landmark District. What is the historical significance of this area? How does the area meet the designated criteria (*Use additional sheets.*)
5. Certain information about each property within the proposed district must accompany a request for district designation. For each property within the proposed district, please provide a copy of the attached **Individual Property Inventory Form**. Signature of the property owner on this form will signify consent by the owner to be included within the proposed district.
6. **60%** of the owners of record within the proposed district must provide written consent. In the event of a contract sale of real property, both the owner of record and party or parties holding an equitable interest in the property must consent to the nomination. How many property owners have provided written consent to be included in the proposed historic District?

Total Owners within Proposed District: _____

Number of Consenting Owners: _____

Percent of Total: _____%

7. Design guidelines must be submitted with a nomination application. The district's design guidelines should include, but not be limited to the following:
 - Acceptable materials for any construction, additions, remodeling or rehabilitation activities to the exterior of the structures;
 - Appropriate architectural character, scale, and detail for any construction, additions, remodeling or rehabilitation activities;
 - Acceptable appurtenances to the structures;
 - Acceptable textures and ornamentation to the exterior of the structures;
 - Acceptable accessories on structures;
 - Such other building regulations which would have impact on the buildings;
 - Acceptable standards for changes to non-contributing resources within the district;
 - Acceptable signage;
 - Guidelines for public improvements in the district, including street furniture, signs, design textures of sidewalks, streets and parks.
8. All applications for Local Landmark District designation must be preceded with performance of the City's Citizen Participation Process (CPP) prior to submission. The process for Local Landmark District Citizen Participation is included with this application.

LANDMARK DISTRICT DESIGNATION APPLICATION CHECKLIST

- _____ Completed Application
- _____ Filing Fee (\$75)
- _____ Legal Description of District Boundary
- _____ Photographs, at least one each of the front of each property.
- _____ Additional information to describe the historical significance of the district that supports each designated criteria for eligibility.

MASTER APPLICATION

We, the owners in fee simple (and all parties holding an equitable interest) hereby request that the Topeka Landmarks Commission and the City of Topeka designate our collective properties as a Local Landmark District. Our written consent appears on each property inventory form attached hereto and made part of this instrument.

Name, address, telephone number, and e-mail address of the contact person for questions regarding this nomination:

NAME: _____

ADDRESS: _____
Street
City
State
Zip Code

TELEPHONE NUMBER: _____
Daytime
Evening

FAX NUMBER: _____ **E-mail:** _____

RETURN THIS FORM AND REQUESTED SUPPORTIVE DOCUMENTS TO:

**Topeka Planning Department
620 SE Madison Street, 3rd Floor
Topeka, KS 66607-1118**

**Telephone: (785) 368-3728
Fax: (785) 368-2535**

INDIVIDUAL PROPERTY DECLARATION

With the signature(s) below, I/we acknowledge having been made aware of the following information as set forth in the ordinance/resolution:

I (We), the owner(s) of the property described herein request that the Topeka Landmarks Commission designate the above described property to be a parcel within a historic district as established by the ordinance.

OWNER

OWNER

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

PLEASE ATTACH THIS FORM AND REQUESTED SUPPORTIVE DOCUMENTATION FOR EACH CONSENTING PROPERTY TO THE **MASTER NOMINATION FORM** AND RETURN TO:

**Topeka Planning Department
620 SE Madison Ave. Unit 11
Topeka, KS 66607**

QUESTIONS? Call: Telephone: (785) 368-3728 Fax: (785) 368-2535

City of Topeka
Local Landmark District
Citizen Participation Pre-Application Process

This process describes how a neighborhood applies for the Local Landmark District (LLD) status in a step-by-step format, and how the City Planning Department will provide assistance during the application process. This is not intended to be inclusive of all steps, but to describe the basic framework necessary for a neighborhood to become a Local Landmark District.

STEPS:

- Neighborhood representatives form a Steering Committee and schedule a preliminary meeting with City Staff;
- Steering Committee and staff decide on aspects of the neighborhood to be preserved through the LLD with design guidelines;
- Staff inventories existing conditions for the proposed design guidelines;
- Staff sends out notices for the neighborhood public meeting;
- Staff prepares an overview of the proposed design guidelines for presentation at the public meeting;
- Following the meeting, the Steering Committee and staff receive comments and feedback from the public meeting and incorporate suggestions and respond to comments;
- The Steering Committee and neighborhood approve the final draft design guidelines for inclusion in the LLD application;
- Staff and the Steering Committee present the final draft design guidelines and LLD application to the Landmarks Commission;
- Staff schedules the Planning Commission public hearing;
- Staff prepares presentation for Planning Commission public hearing
- Staff and Steering Committee attend Planning Commission public hearing and offer testimony for the LLD
- Staff schedules and presents the LLD to the City Council
- The Steering Committee is encouraged to attend the City Council meeting but no public comments will be taken