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
I (We) hereby nominate the following described property to become designated as PART OF a Topeka LANDMARK HISTORIC DISTRICT, as established by Section 18.255 of the Code of the City of Topeka.

1. District Name: ______________________________________________________________________
2. Property Owner: ____________________________________________________________________
3. Property Address: ___________________________________________________________________
4. Property Tax ID: ____________________________________________________________________
5. Owner Telephone: ____________________    ____________________
   Daytime          Evening
6. Approximate Date of Original Construction (if known): ______________________________
7. Approximate Date(s) of Major Alterations (if known): _______________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
8. Builder and/or architect (if known): _____________________________________________
9. Architectural Style: __________________________________________________________
10. Primary building materials: ___________________________________________________
    ___________________________________________________________________________
    ___________________________________________________________________________
    ___________________________________________________________________________
11. In the designation of buildings, structures and objects as Historic Landmark districts, certain criteria must be met. All structures deemed to be “contributing” to the historical integrity of the district must be 50 or more years old, and must meet one, or more, of the following criteria. (Check all that apply.)

   _____ a. Property is associated with events that have made a significant contribution to the broad pattern of history of the city, county, state, or nation.
   _____ b. Property is associated with a significant person or group of persons in the history of the city, county, state, or nation.
   _____ c. Embodies distinctive characteristics of a type, period or method of construction; represents the work of a master builder/architect; possesses high artistic values; or represents a distinguishable entity whose components may lack individual distinction.
   _____ d. Yields or is likely to yield information important in prehistory or history.
   _____ e. Possesses integrity of location, design setting, materials and workmanship.
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
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.