



DATE

PROPERTY OWNER
ADDRESS

RE: Collinsville Landmark Property Designation Application

Dear **PROPERTY OWNER**,

I am writing on behalf of the Collinsville Historic Preservation Commission regarding your historic and architecturally significant property. You can be proud that your property is recognized as an important part of our city's architectural legacy.

As you may know, the City of Collinsville has a Historic Preservation Ordinance that established the City's Historic Preservation Commission and outlines the process for official City recognition of historic properties and districts. To recognize and protect those properties which represent the best from our past, the Commission nominates properties as Collinsville Landmarks, which are officially recognized by the City of Collinsville and the State of Illinois. As it bears historical significance, the Commission would like to nominate your property at **<PROPERTY ADDRESS>**.

It is important for properties such as yours to be so designated as it recognizes the property's importance, helps protect its architectural integrity, enhances the value of the property and neighborhood, and preserves the legacy and heritage of our community for future generations. Please note that the designation as a Collinsville Landmark does require that major changes to the property's exterior be reviewed and approved by the Historic Preservation Commission.

Enclosure for your review are a brochure, which contains information about the Collinsville Landmark designation process, and a Historic Landmark Designation Application. If you are interested in having your property designated as a Collinsville Landmark, please complete and sign the enclosed form and return it to the Collinsville Historic Preservation Commission at the following address:

Collinsville Historic Preservation Commission
Collinsville City Hall
125 South Center Street
Collinsville, IL 62234

Awards in the form of a plaque have been created to display on the exterior of our Landmarks and will be presented at a City Council meeting following designation by the Historic Preservation Commission. To view which properties have already been designated and recognized, you may visit the City's website:

<https://www.collinsvilleil.org/government/boards-commissions/hpc-historic-preservation-commission>.

If you have questions about the process, please feel welcome to contact me, or feel welcome to attend a Collinsville Historic Preservation Commission meeting. Meetings are held on the first Wednesday of the month at 5:30 PM at Collinsville City Hall.

Sincerely,

Travis Taylor, AICP
Community Development Director
ttaylor@collinsvilleil.org
618-346-5200 x1120

Enclosures: *Landmark Properties Brochure*
 Application for Landmark Property or Historic District Designation