



CITY OF COLLINSVILLE ~ DEPARTMENT OF COMMUNITY DEVELOPMENT
 125 SOUTH CENTER STREET, COLLINSVILLE, IL 62234
 TEL. (618) 346-5200, EXT. 3 WWW.COLLINSVILLEIL.ORG

FEE:
\$10.00

APPLICATION FOR LANDMARK PROPERTY OR HISTORIC DISTRICT DESIGNATION

Sec. 17.200 – Historic Preservation. Any party desiring to apply for a Landmark Designation or Historic District Designation within the boundaries of the City which may have historic or architectural significance as defined by the Code shall file with the City an application accompanied by such data and information as prescribed in this chapter. Application forms shall be as provided by the City and notwithstanding any provision in this chapter, the City may further require from an applicant any additional information, documents, or data.

I. APPLICATION TYPE

Check (v) one:

- LANDMARK PROPERTY DESIGNATION** **HISTORIC DISTRICT DESIGNATION** **AMEND OR RESCIND A LANDMARK PROPERTY OR HISTORIC DISTRICT DESIGNATION**

II. PROPERTY INFORMATION

Proposed/Existing Landmark or Historic District Name: _____

Street Address: _____

PIN Number(s): _____

III. APPLICANT INFORMATION

Owner(s) of record of the hereinafter described property according to St. Clair/Madison County Tax Assessor’s Office. APPLICATIONS FOR HISTORIC DESIGNATION SHALL PROVIDE A SEPARATE LISTING OF OWNER(S) OF RECORD AND PROPERTY INFORMATION FOR EACH PARCEL WITHIN THE BOUNDARIES OF THE PROPOSED HISTORIC DISTRICT.

Name: _____ Telephone/Email: _____

Address: _____

City: _____ State: _____ Zip: _____
(Attach additional sheets as necessary)

Applicant/Agent: _____ Telephone/Email: _____

Interest in Project: Contract Purchaser Lessee Other (Specify): _____

Address: _____

City: _____ State _____ Zip: _____

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge. APPLICATIONS FOR HISTORIC DESIGNATION SHALL REQUIRE SEPARATE WRITTEN AUTHORIZATION FROM THE OWNER(S) OF RECORD FOR EACH PARCEL WITHIN THE BOUNDARIES OF THE PROPOSED HISTORIC DISTRICT. AN APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR AUTHORIZED APPLICANT/AGENT.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

INTERNAL USE ONLY

Application Status/Date:			
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IV. SUBMITTAL REQUIREMENTS

Please refer to the Historic Preservation Ordinance ([Sec. 17.200 – Historic Preservation](#)) for complete submittal and review requirements.

Application Submittal Requirements:

- 1) Complete application and fee (As established in Title 4, Fees, of the Municipal Code of Ordinances).
- 2) Signed written statement from each owner of record expressing support for the application.
- 3) A written narrative discussing the following:
 - a. The nature and purpose of the proposal.
 - b. Statement of the property(ies) historic value or significance.
 - c. How the proposed designation conforms the “Landmark or Historic District Designation Criteria” listed below.
 - d. Existing and/or expected impact of the proposal based on “Matters to Be Considered” listed below.
 - e. Existing and/or expected impact of proposal on public infrastructure, services, etc
 - f. Any deviations from the requirements of the Historic Preservation Ordinance and the justification for the same.
- 4) Metes and bounds legal description of the property in written and electronic format (MS WORD or PDF).
- 5) **For Landmark Designations:** A Site Aerial Map or copy of an existing Plat.
- 6) **For Historic District Designations:** A Plat of the proposed Historic District in conformance with [Sec. 16.12.150 – Final Plat Requirements](#).
- 7) List of property owners within 250 feet and their mailing addresses. This information must be obtained from the Collinsville Township Assessor’s Office (Tel. 618-345-0051) or from St. Clair County (Tel. 618-277-6600).
- 8) Supporting maps, pictures, graphics, renderings of the property(ies).
- 9) Other information and documentation that will be helpful in consideration of the application, or as otherwise required by the City.

Criteria for Landmark Designation:

In order to make a recommendation of approval or disapproval of an application for landmark designation, the Historic Preservation Commission and City Council shall determine whether the property, structure, or area possesses the integrity of design, workmanship, materials, location, setting, or feeling that will meet one (1) or more of the following criteria:

- 1) Significant value as part of the historic, heritage or cultural characteristics of the community, county, state or nation.
- 2) Its identification with a person who significantly contributed to the development of the community, county, state or country.
- 3) Representative of the distinguishing characteristics of architecture inherently valuable for the study of a period, type, method of construction or use of indigenous materials.
- 4) Notable work of a master builder, designer, architect or artist whose individual work has influenced the development of the community, county, state or country.
- 5) Its unique location or singular physical characteristics that make it an established or familiar visual feature.
- 6) Its character as a particularly fine or unique example of a utilitarian structure, including but not limited to farmhouses, gas stations, or other commercial structures, with a high level of integrity or architectural significance.
- 7) Whether the property has archaeological significance to the community, county or state.
- 8) Area that has yielded or may be likely to yield, information important in history or prehistory.

Criteria for Historic District Designation:

In order to make a recommendation of approval or denial of an application for historic designation, the Historic Preservation Commission, Plan Commission, and City Council shall determine whether the properties, buildings, structures, areas, places or other objects within the geographic area of the proposed historic district possesses the integrity of design, workmanship, materials, location, setting, or feeling that will meet one (1) or more of the following criteria:

- 1) A significant number of structures in the proposed district meets any of the standards of Landmark designation criteria.
- 2) The proposed historic district contains one (1) or more landmarks along with such other buildings, structures or areas within its definable geographic boundaries, which while not of such significance to be designated as landmarks, nevertheless contribute to the overall visual characteristics of the landmark located in such district.
- 3) Whether there is a repetition of distinguishing architectural or land use characteristics throughout the area; or
- 4) An area containing a contiguous grouping of properties having a sense of cohesiveness expressed through a similarity of characteristic of style, period, or method of construction.
- 5) Sufficient historical integrity to convey a sense of time and place unique to the City.

- 6) Exemplifies or reflects the cultural, social, economic, political or architectural history of the nation, the state, county, or the City.

Matters to be Considered for Landmark or Historic District Designation:

The following matters shall be considered when taking action on an application for a landmark or historic district designation:

- 1) The extent to which the nomination meets the intent, objectives, and applicable criteria set forth in the Historic Preservation Ordinance ([Sec. 17.200 – Historic Preservation](#)).
- 2) Whether the designation is consistent with the general intent of the Zoning Ordinance and City Plans.
- 3) Whether the owners of record of the proposed landmark or owners of property included within the geographic area of the proposed historic district have demonstrated that a reasonable return cannot be obtained on the property(ies) if it is so designated.
- 4) Whether the owners of record of the proposed landmark or owners of property included within the geographic area of the proposed historic district opposes the designation.

2025 HISTORIC PRESERVATION COMMISSION CALENDAR	
FILING DEADLINE (5:00PM)	MEETING DATE (5:30PM)
DECEMBER 1, 2024	JANUARY 1, 2025
JANUARY 1, 2025	FEBRUARY 5, 2025
FEBRUARY 1, 2025	MARCH 5, 2025
MARCH 1, 2025	APRIL 2, 2025
APRIL 1, 2025	MAY 7, 2025
MAY 1, 2025	JUNE 4, 2025
JUNE 1, 2025	JULY 2, 2025
JULY 1, 2025	AUGUST 6, 2025
AUGUST 1, 2025	SEPTEMBER 3, 2025
SEPTEMBER 1, 2025	OCTOBER 1, 2025
OCTOBER 1, 2025	NOVEMBER 5, 2025
NOVEMBER 1, 2025	DECEMBER 3, 2025
<p><i>* Please note that applications will not be scheduled for public hearing until the Community Development Director determines the submittal is complete and sufficient for Historic Preservation Commission review.</i></p>	