



**INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM FOR
 DESIGNATION OF A LANDMARK**

The following instructions are designed to aid you in completing the application for designating a local landmark, as provided in Chapter 113 of the Rockford Code of Ordinances. Each application must include the following:

- A completed application form;
- At least one map showing the location of all buildings and structures on the site;
- Photographs of the proposed landmark site and/or structure; and
- A check (or checks) totaling \$65 made out to the City of Rockford.

Completed applications should be returned to the Secretary of the Rockford Historic Preservation Commission, Rockford City Hall, 425 East State Street, Rockford, Illinois 61104. *If you have any questions about filling out the form, please feel free to call the Commission Secretary at 815/987-5600.* The Secretary will be happy to go over your application with you before you officially submit it to make sure it is filled out completely and correctly.

Information included in the application forms must be accurate, complete and correct. When preparing the forms, please double check all information for accuracy.

Information on the forms should be typed or clearly printed in black ink, with the original being submitted to the Rockford Historic Preservation Commission. If additional pages are needed to answer questions completely, label the top of each page with the number of the question being answered and, if more than one such page is needed, the number of the continuation page (e.g., "Significance, page 1" "Significance, page 2" and so on).

1. NAME OF THE PROPERTY

This identifies the specific property being nominated as a local landmark; it also identifies and records the different names by which the property has been known.

Historic Name

The historic name usually reflects one or more of the following:

- Original owner or builder, such as the Erlander Home;
- Significant people or events associated with the property, such as the Lake-Peterson House;
- Original or later uses of the property, such as Garrison School (later used for residences); or
- Innovative or unusual characteristics of the district, such as the Beattie Park Mound Group.

If there is no known historic name, simply enter "N.A." in this block.

Common Name

The common name is the title by which the property is known at the time of designation. It may be representative of its history or it may reflect current ownership or popular use. An example of this would be the landmark property located at 330 North Main Street. The historic name is the Liebling Building while the common name at the time of designation was the Jackson Piano Building.

2. LOCATION

Give the name of the street or road on which the proposed landmark is located, and its number. If a property does not have a specific address, give the name of the nearest cross streets and the PIN number.

3. CLASSIFICATION

Mark the boxes which apply under each of the three headings – ownership (current), type of property and status. If work is in progress, the proposed alterations should be discussed under #7 (Description).

4. PROPERTY OWNER(S)

Enter the name and mailing address of the current owner(s) of record. If you are not the owner, this information can be obtained from the Winnebago County Recorder's Office in the County Administration Building at 404 Elm Street.

5. LEGAL DESCRIPTION

This should meet current requirements for how legal descriptions are done. Specifically,

- It must be by metes and bounds and/or by subdivision/lot.
- It may only include past deed references as added information to metes and bounds or subdivision description.
- It may only include PIN numbers as added information to metes and bounds or subdivision description – may not be used as sole identifier of a point or location.

6. INCLUSION IN EXISTING SURVEYS OF HISTORIC RESOURCES

Many properties nominated to be designated as landmarks have already been listed in local or statewide surveys done by either the Rockford Historic Preservation Commission or the Illinois Historic Preservation Agency. If your property is included in one of these surveys, that should be noted in this section, along with the ranking given in that survey where applicable. Copies of surveys are not necessary — simply indicate the year the survey was done, who did it, and how the property was ranked. This information is available at the Rockford Historic Preservation Commission office.

7. FUNCTION OR USE

A brief description of the historic and current functions of the proposed landmark property should be noted here. For example, the historic use of the Lake-Peterson House would be as a single-family residence while its current function would be as offices.

8. DESCRIPTION

A description of the physical appearance and condition of the property is important in making an accurate assessment of its significance. To be useful, the description of the property should be concise, factual, detailed and well organized.

Begin by filling in all the blanks on the form in this section (i.e., architectural style, materials, and structures on the property). "Structures on the property" requires one structure per line. For example, the form would look like this for a house with a carriage house and a backyard gazebo.

1. Two-story brick house
2. One-story frame carriage house
3. Wood gazebo in backyard

Then, after all the blanks in this section of the form are filled out, provide a complete description of (1) the property as a whole, (2) each structure on the property, and (3) any other important elements on the property (such as a historic rock wall) on additional pages headed "Description."

The following guidelines outline the kinds of information that should be included in your description. The narrative should summarize only that information directly relating to the character and integrity of the property being documented. The depth and length of the summary depend on the complexity and size of the property and the extent and impact of alterations, additions and deterioration. The more extensive the alteration of a property, the more detailed the description of changes needs to be. Photographs, especially those documenting how a building has changed over time, and sketch maps may be used to supplement the narrative.

First, a few definitions are in order.

- A *building* is something created to shelter any form of human activity, such as a house, church, hotel or factory.
- A *structure* is generally designed for something other than creating shelter. Examples would be bridges, firetowers or highways.
- An *object* is something that is primarily artistic in nature or relatively small in scale and simply constructed. Examples would be sculptures and fountains.
- A *site* is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined or vanished, where the location itself has historic, cultural or archeological value regardless of the value of any existing structure. Examples would be battlefields, ruins of historic buildings or structures, and habitation sites.

Building, Structure or Object

Describe individual buildings, structures or objects using appropriate professional terminology. Unique details or unusual features should be noted and should be visible in the photos you submit with your application. If you are not familiar with architectural styles and terminology, the staff of the Historic Preservation Commission will be happy to help you out. In addition, the Rockford Public Library has several books that you can use to help with this aspect of the application. These include

- *A Field Guide to American Houses* by Virginia and Lee McAlester, R 917.304927 M114F
- *Identifying American Architecture: A Pictorial Guide to Styles and Terms, 1600-1945* by John Blumenson 720.973 BLU 1981
- *What Style Is It?* [2003 edition] by John C. Poppeliers, 720.973 P831W
- *A Field Guide to American Architecture* by Carole Rifkind, 720.973 R564F
- *A Field Guide to Contemporary American Architecture* [1940s to the present] by Carole Rifkind, 720.973 R564F
- *House Styles in America: The Old-House Journal Guide to the Architecture of American Homes* by James C. Massey, 728.0973 M416H
- *American House Styles: A Concise Guide* by John Milnes Baker, 728.370973 B167A
- *Houses from Books: Treatises, Pattern Books and Catalogs in American Architecture* by Daniel D. Reiff, 728 R361H
- *The Visual Dictionary of American Domestic Architecture* by Rachel Carley, 728.0973 C281V
- *Old-House Dictionary: An Illustrated Guide to American Domestic Architecture (1600-1940)* by Steven J. Phillips, R 728 P563

Include the following types of information in your description of buildings, structures and objects:

- Type of building (single-family home, church, store, etc.).
- General characteristics of the building's exterior, including overall shape or plan, number of stories, number of vertical divisions or bays, construction materials and wall finish, and roof shape.
- Location and material of decorative elements such as finials, pilasters, bargeboards, etc.
- Number and type of outbuildings such as garages or carriage houses, as well as dates of construction, if known.
- Other manmade elements on the site including paved areas, contemporary structures and major landscaping.
- For buildings, structures or objects that have been moved, when they were moved; description of the location, orientation and setting before and after the move; reasons for the move; method of move; and effect of the move and the new location on the historic integrity of the property.
- Alterations to the property with dates, if known. A full restoration is considered an alteration even if an attempt has been made to restore the property to its historic form.
- Deterioration due to vandalism, neglect, lack of use and/or weather, and the effect it has had on the property's historic integrity.
- If landscaping or open space is an integral part of the property's significance or setting, describe the historic appearance and current condition of natural features, landscape elements, and plant materials that characterized the property during its period of significance. This could include gardens, walls, paths, roadways, grading, fountains, orchards, fields, forests, rock formations, open space and bodies of water.

Historic Site

If your application includes a site (see definition above), describe its current condition and environment. Discuss its overall integrity – the degree to which the setting is a visual reminder of the events and activities that took place there. Specific points that should be covered, where appropriate:

- Current condition of the site and its environment.
- Natural features that contributed to selection of the site for the significant event or activity, such as a spring, body of water, or trees.
- Other natural features that characterized the site at the time of the significant event or activity, such as vegetation, topography, a body of water, rock formations or a forest.
- Any cultural remains or other manmade evidence of the significant event or activity.
- Type and degree of alterations to the above features since the significant event or activity, and their impact on the historic integrity of the site.
- Explanation of how the current physical environment and remains of the site reflect the period and associations for which the site is significant.

Archeological Site

Begin with a summary paragraph to briefly describe the past and present physical characteristics of the site and assess the integrity of the property – explain how much of the property remains and in what condition. This summary should be followed by additional narrative to provide a more detailed description of the property. This narrative could include the following information:

- Site type, such as rockshelter, rural homestead or historic factory.
- Period of time and cultural groups represented by the site, if known, and the data substantiating this identification; comparisons with similar sites that have aided in identification.
- Vertical extent of cultural deposits, and how this was determined.
- Material remains such as artifacts, structural remains, and rock art.
- Environmental setting of the site today and in the past, if known, including topography, vegetation, and accessibility to natural resources.
- The structure and formation of the site, including stratigraphy, distribution of cultural materials, structural remains, and any past disturbance of the site.
- Extent and nature of any excavation, testing or surface collecting.

- Previous archeological investigations of the site with dates, who did the work, and bibliographic references.
- Current and past disruptive influences on or immediately around the site, such as urban development, vandalism, road construction, agriculture, soil erosion or flooding.
- Any standing or ruined structures or buildings that might be of architectural or historic importance.

9. SIGNIFICANCE

On the application form, check which of the criteria apply in this application. Only one is required. Then fill in the date of construction, or your nearest estimate, any other significant dates. These could be when additions were built or major changes in the use of the building or site occurred. If the architect and/or builder are an important factor in the property's significance, fill in that information as well.

There is also a line on the form for "Period of Significance." This relates to the criteria under which an area is being nominated for landmark status. To determine what it is, answer this question – when did activities at the location occur that resulted in its being qualified to be a landmark? If the primary reason for designation is architecture, then this will probably be the years when contributing buildings were constructed. If it relates more to certain historical events, then the timing of those events would determine the period of significance.

On additional pages headed "Significance, page 1" and so on, describe what it is that makes this property eligible for designation as a landmark. In your narrative, be sure to cover each of the criteria you checked off on the form as well as the overall requirement for landmarks that they retain the integrity and spirit of the original design. Be sure to include in this discussion the rationale for the period of significance for the proposed landmark.

Use the following questions as guidance in evaluating the significance of a property and determining the information that should be included in the statement of significance.

Building, Structure or Object

- If the property is significant for its architectural, landscape or aesthetic qualities, what are those qualities and why are they significant? Does the property retain enough of its significant design to convey these qualities? If not, how do additions or alterations contribute to or detract from the significance of the resources?
- If the property is significant for its association with historic events, what are the events and what makes them historic? Does the existing building, structure or object reflect in a tangible way the important historical associations? How have alterations or additions contributed to or detracted from the resource's ability to convey the feeling and association of the historic period?
- If the property is significant because of its association with an individual, how long and when was the individual associated with the property and during what period in his or her life? What was the nature of the association with the individual? What were that person's significant contributions during the time they were associated with the property? Are there other resources in Rockford also having a strong association with the person? If so, compare their significance and associations to that of the property being submitted for landmark designation.
- If the building, structure or object is not in its original location, why was it moved? How does the new location affect its historical and architectural integrity?
- How does this building/structure/object compare with similar ones in Rockford? For example, is this the best example of a particular style or a good example that is one of twenty?
- Does the property have possible archeological significance, and has this significance been considered? If it does have archeological significance, what attributes does it have that could be studied to extract important information? For example: Does it contain tools, equipment, furniture, refuse or other materials that could provide information about the social organization of its occupants, their relations with other people and groups, or their daily lives? Has the resource been rebuilt or added to in ways that reveal changing concepts of style or beauty?

Historic Site

- How does the property relate to the significant event, occupation or activity that took place there?
- How have alterations such as destruction of original buildings, changes in land use or changes in foliage affected the integrity of the site and its ability to convey its significant associations? For example, if the forested site of a treaty signing is now a park in a suburban development, the site may have lost much of its historic integrity and may not be eligible for designation.
- In what ways does the event that occurred here reflect the broad patterns of local, state or national history, and why is this particular site significant in that context?

Archeological Site

- What is the cultural context in which the property is considered significant? How does the site relate to what is now known of the area's history or prehistory and similar known sites?
- What kinds of information can the known data categories yield? What additional kinds of information are expected to be present on the basis of knowledge of similar sites in this area? What similarities permit comparison with other known sites?
- What is the property's potential for research? What research questions can be addressed at the site? How do these questions relate to the current understanding of the area's archeology? How does the property contribute or have the potential for contributing important information regarding human ecology, cultural history, or cultural process? What evidence, including scholarly investigations, supports the evaluation of significance? Given the existence of material remains with research potential, what is the context that establishes the importance of the recoverable data, taking into account the current state of knowledge in specified topical areas?
- How does the integrity of the property, or lack thereof, affect its significance and potential to yield important information?
- Does the property possess features or qualities for which it might be architecturally or historically important? If so, how are they significant?

10. MAJOR BIBLIOGRAPHICAL REFERENCES

Enter the primary and secondary sources of information used in documenting and evaluating this property in a standard bibliographical style. General reference works on architecture, archaeology, etc. need not be included unless they provide specific information which is of assistance. For unpublished manuscripts, indicate where copies are available. For interviews, include the date of the interview, the name and title of the person interviewed, and the name of the person who conducted the interview.

11. FORM PREPARED BY

Enter the name, title and organization (if applicable), address and daytime phone number of the person or persons who prepared the application form.

12. OWNER'S CONSENT

If someone other than the owner submits the application, the written consent of the owner(s) should be submitted with the application *if possible*. However, owner consent is not required.

13. SIGNATURE

Just what it says on the form – the applicant’s signature.

ACCOMPANYING DOCUMENTATION

In addition to the application form itself, an application for designation of a historic district in the City of Rockford must also include the items described on the following pages before it will be accepted for review.

14. FILING FEE

There is a filing fee of \$65.00 for each landmark application. The fee is used to help pay for the required legal notice in the newspaper, and for recording landmark status at the County Recorder’s Office. Checks should be made out to the City of Rockford.

15. PHOTOGRAPHS

Applications must include photographs of the exterior of any buildings or structures as they are seen from a public right-of-way. This includes alleys and the Rock River where applicable. If there are significant landscape features on the site, include photographs of those as well.

Photographs may be submitted in one of two formats – as prints from a standard 35 mm SLR camera, or in digital format. Guidelines for the former are as follows:

- Photos should be at least 4” x 6” in size.
- They should be printed on paper with a standard finish (matte, glossy or satin).
- They should not be mounted.
- Label photos in pencil on the back with the following information:
 - Street address;
 - Date the photo was taken; and
 - Photo number as keyed to the map. (If there is more than one map, make sure to indicate which one.)
- Do *not* use adhesive labels as they will fall off over time.
- If the paper the photo was printed on does not take pencil, use a permanent audio-visual marking pen or pencil such as a Sharpie.

Digital photographs should be done in the following manner:

- Capturing the image:
 - Best – minimum 6 megapixels at 300 dpi
 - Acceptable – minimum 2 megapixels at 300 dpi
- Paper and inks:
 - Ink – manufacturer recommended ink for photographic printing
 - Paper – manufacturer recommended paper for photographic printing
 - Not acceptable – standard copier or printer paper; disk only without prints

16. SITE PLAN

Your application must include a site plan showing the location of the site, its boundaries, and the location of all buildings and structures on the site. If there is significant landscaping on the site, that should be indicated as well. Site plans should be drawn as much to scale as possible.

QUESTIONS??

If you have any questions about the form or the process of submitting a landmark application, please call the Rockford Historic Preservation Commission at 815/987-5600.