



# LANDMARK NOMINATION GUIDELINES

This guide describes the process and qualifications for local landmark designation. It is designed to address issues and to provide resources for the applicant.

## **WHAT IS A HISTORIC LANDMARK?**

A Historic Landmark is a property that boasts architectural, landscape, historical, archaeological, or cultural importance of value or significance to the people of the City of Moline. A Historic Landmark provides the mechanism to protect the visible evidence of our traditions and history. These historic properties reinforce the identity and pride in Moline.

## **WHAT ARE THE QUALIFICATIONS FOR DESIGNATION AS A LOCAL LANDMARK?**

To be considered for landmark designation, a structure or structures should be determined to be at least fifty (50) years old. Special consideration may be given to a structure less than fifty years old that exhibits exceptional qualities such as being designed by a noted architect, is architecturally significant, has prominence of location, and has local, state or national historical significance. Additionally, proponents must provide information to the Commission to satisfy one (1) or more of the following criteria.

(1) Properties and/or structures are significant in national, state or local history, architecture, archaeology, and/or culture.

(2) Properties and/or structures possess integrity of location, design, setting, materials, workmanship, or association.

(3) Properties and/or structures are associated with events that have made a significant contribution to the broad patterns of our history.

(4) Properties and/or structures are associated with the lives of persons significant in our past.

(5) Properties and/or structures embody the distinctive characteristics of a type, period, method of construction, represent the work of a master, possess high artistic values, and represent a significant and distinguishable entity.

(6) Properties and/or structures have yielded, or may likely yield, information important in prehistory or history

## **WHAT INFORMATION SHOULD BE INCLUDED WITH THE LANDMARK NOMINATION APPLICATION?**

The list below serves as a guideline for the description of the property that is being proposed for landmark status. A particular application may not include all items on the list, but should address all of those that help support the application.

## Architecture

1. Architectural style
2. Description of unique architectural elements
3. Construction materials
4. Date of construction
5. Name of architect
6. Name of contractor
7. Description of building elements: number of stories, roof shape, window shape, porches, etc.
8. Alterations or additions to the structure
9. Important accessory structures or landscape features
10. Photographs of the property, structure (including architectural details) and the streetscape

## History

1. Important people associated with the property
2. Important events associated with the property
3. Property as it relates to the development of the community (Moline and the Quad Cities)
4. Relationship to significant period of history

## Context

1. Placement or location of property within Moline
2. Relationship to other properties of similar architectural style and time in history
3. Unique or unusual structure for Moline
4. Identifiable as a visual feature within the community

## **WHAT IS THE PROCESS FOR LANDMARK DESIGNATION?**

1. Applications should be submitted to the Department of Planning and Development which will be forwarded to the Historic Preservation Commission. Upon receipt of the application, the Commission will schedule a review to be held at its next regular meeting and shall notify the applicant and the owner of the property in writing of the date, time and place of such landmark applications review.
2. The Commission shall evaluate the property's eligibility for landmark designation based on its historic and/or architectural significance, the integrity of its design, workmanship, materials, location, setting and the extent to which it meets landmark guidelines.
3. The Commission shall hold a public hearing on all applications. At least fifteen (15) days prior to the date set for the hearing, the Commission shall publish in the newspaper of general circulation in the City of Moline, a notice of time and place of the hearing as provided by statutes of the State of Illinois. Notice of the date, time, place and purpose of the public hearing shall also be sent by mail to the owner(s) of record of the nominated property as well as to the adjoining property owners not less than fifteen (15) days prior to the date of the hearing.
4. During the public hearing, the Commission shall review and evaluate the application.
5. If the Commission finds the application merits further consideration, the Commission will recommend designation as a Landmark or Historic District to the City Council's Committee of the Whole. If the Commission does not recommend further consideration, they will recommend rejection to the City Council's Committee of the Whole.

6. If the Committee of the Whole and owners of record agree that the Landmark or Historic District should be designated, a simple majority vote of the City Council is necessary for approval of a Landmark or Historic District.
7. If legal objectors representing at least twenty percent (20%) of the total lineal footage of the boundaries of the site for which a Landmark or Historic District is proposed, file a written, duly notarized objection with the Department of Planning and Development or with the City clerk; or if the owner of the subject site is in opposition; or if the Commission recommends denial of a Landmark or Historic District; the City Council shall not adopt an ordinance for such Landmark or Historic District except by a vote of at least two-thirds (2/3) of the members of the City Council.

---

**FOR ADDITIONAL INFORMATION, CONTACT THE PLANNING & DEVELOPMENT DEPARTMENT AT 524-2034.**

**(This document shall serve as a guide, and does not constitute a legal document. Please refer to the Moline Code of Ordinances Chapter 25, Article IV for further clarification.)**



# LANDMARK NOMINATION APPLICATION

---

Common Street Address of Property

---

Name and Address of Property Owner(s)

Is the Owner aware of the Proposed Designation?     Yes     No

---

Please attach supporting documents setting forth the various reasons for requesting designation. Please refer to the criteria listed in the Code of Ordinances Chapter 25, Article IV and the Landmark Guideline handout.

For consideration, an application for nomination of a Landmark should minimally include the following:

- (1) The name and address of the property owner(s) of the proposed Landmark.
- (2) The legal description (available from the abstract or Rock Island County Recorder of Deeds office) and common street address of the property and/or a map delineating the boundaries of the area.
- (3) A written history describing the property and setting forth reasons in support of the proposed designation.
- (4) Documentation that the property owners have been notified or consent to the application for designation.
- (5) Documentation of the building or structure construction date, if possible.
- (6) A list of significant exterior architectural features that should be protected.
- (7) Photographs and overall site plan.
- (8) A complete bibliography of research sources used to write the application with applicable footnotes or endnotes.

---

Applicant's Name: \_\_\_\_\_

Group/Association (if any): \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUBMIT NOMINATION TO:

City of Moline  
Department of Planning & Development  
619 - 16<sup>th</sup> Street  
Moline, IL 61265