



ROCKFORD HISTORIC PRESERVATION COMMISSION

425 East State Street
Rockford, Illinois 61104

HISTORIC DISTRICT APPLICATION FORM

Please read the instructions on how to complete this form before actually filling it out. Type all entries or print clearly in black or blue ink. If you wish to complete the form on your own computer, request one from the office of the Preservation Commission and the blank form will be e-mailed to you. The form is in MS Word 2013.

1. Name of District

Historic name

Other names

2. Location

3. Classification

- Ownership
o Private
o Public (City)
o Public (other than City)
o Public and Private

Table with 2 columns: Contributing, Noncontributing. Rows include buildings, sites, structures, objects, and TOTAL.

Primary use(s):

4. Period of Significance

Application Status (to be filled out by RHPC staff)
Date received _____ Date of Planning Division review _____
Public hearing date(s) _____ Date of RHPC action _____
RHPC action _____ Date submitted to City Council _____
Date of City Council action _____ City Council action _____

5. Owner(s) of Property

List on separate page(s).

6. Representation in Existing Surveys

7. Description

Provide a narrative description of the proposed district on one or more separate pages, numbering them as “Description, page 1” and so on. **See the instructions for a complete listing of what needs to be included in the description.**

8. Significance

Check the criteria which apply in this case:

- The proposed district contains one or more landmarks along with such other buildings, places or areas which, while not of such historic significance to be designated as landmarks, nevertheless contribute to the overall visual characteristics of the landmark or landmarks located within the district; or
- The proposed district contains buildings, places or areas which, while not of such individual significance to be designated as landmarks, nevertheless as an aggregate, possess historic significance for the City of Rockford in:
 - Establishing a sense of time and place unique in the City of Rockford; and/or
 - Exemplifying or reflecting the cultural, social, economic, political or architectural history of the nation, state or city; and/or
 - Representing distinguishing characteristics of an architectural type which is inherently valuable for studying a period, style, method of construction, indigenous materials or unique craftsmanship.

Provide a narrative statement of significance on one or more separate pages, being sure to include a statement for each of the categories you have checked above. Number these pages “Significance, page 1” and so on. See the instructions for a complete listing of what needs to be included in this section.

9. Major Bibliographical References

Cite the books, articles and other sources used in preparing this application. Use additional pages if necessary.

10. Geographical Data

Define and explain the boundaries of the proposed district. Include in this section:

- A verbal description of the boundaries;
- A legal description of the boundary; and
- An explanation of how the boundary was selected.

11. Form Prepared By

Name/Title/Organization

Address

Daytime telephone number and e-mail address

12. Signature

I hereby affirm that this application and all information submitted with it are true and correct to the best of my knowledge. I agree that this application and all information submitted with it become the property of the City of Rockford. I understand the Rockford Historic Preservation Commission will be responsible for recording the historic district status of the properties within the district at the Office of the Winnebago County Recorder using part of the filing fee to pay for the expense.

Applicant's Signature Date

13. Petition

Each application must include with it a petition signed by the owners of 66% of the parcels proposed to be included in the district. The petition is to indicate their support of creation of a district, as well as their understanding of what that entails, and is to be on the form provided by the Rockford Historic Preservation Commission.

14. Map

Attach a map showing the boundaries of the proposed district and the location of all buildings and structures in the area subject to this application. These should be drawn as much to scale as possible. A current aerial photograph of the district may be used for this purpose if boundaries are clearly identified, and streets clearly labeled.

15. Photographs

Applications must include photographs of the proposed district. These should show the exterior of any buildings or structures as they are seen from a public right-of-way (including alleys and the Rock River where applicable) from as many perspectives as possible. See instructions for completing the application for specific directions concerning photographs.

16. Filing Fee

There is a \$122 filing fee for the proposed district as a whole, plus \$23 per parcel within the proposed district. [For the purposes of this application, each lot with its own PIN number is considered a parcel.](#) The fee is used to pay for the required legal notice in the newspaper, and for recording at the Winnebago County Recorder's Office. Checks should be made out to the City of Rockford.

17. Design Guidelines

Exterior changes to properties within historic districts designated by the City of Rockford are subject to design review and approval by the Rockford Historic Preservation Commission. This review is based on the Commission's *Design Guidelines for Historic Properties in Rockford*. Rockford's historic preservation ordinance gives applicants the option of proposing customized design guidelines for use by the Commission in reviewing work within that particular district. Any such proposed guidelines should be submitted with the application to create the district.