ROCKFORD HISTORIC PRESERVATION COMMISSION
425 East State Street
Rockford, Illinois 61104

PROCESS FOR LANDMARK DESIGNATION

1. The applicant submits completed application forms, supporting materials, and a check for $129 to the Rockford Historic Preservation Commission.

2. At its next regular meeting, the Commission sets a date for a public hearing on the application.

3. The Commission holds the public hearing, at which time the applicant makes a presentation and anyone else in attendance may speak to the issue of the proposed designation. Written comments may also be submitted by anyone not able to attend the hearing. The hearing process must be completed within 60 days of receipt of a completed application.

4. Based on the landmark criteria included in Rockford's Historic Preservation Ordinance, the Commission makes a recommendation to Rockford City Council as to whether or not the property should be designated a landmark. The recommendation must be submitted within 30 days of the close of the public hearing.

5. The application and the Commission's recommendation are referred to Rockford City Council which refers it to its Code & Regulation Committee. The Committee may allow additional comments from the public on the proposed designation but is not required to. The Committee submits its report to the full City Council.

6. Within 60 days of the submission of the Preservation Commission's recommendation to City Council, the full Council must vote on whether or not to designate the property in question as a landmark. If City Council does not act within the 60-day period, the application is denied.