

Historic Preservation Commission Designation Application

800 Cap-Au-Gris
Troy, Missouri 63379
www.cityoftroymissouri.com
636-528-1254 (phone) 636-462-1613 (fax)

SECTION I – PRELIMINARY REVIEW

Please type or print the following information:

DESIGNATION

LANDMARK -
WITHIN DISTRICT

LANDMARK -
OUTSIDE DISTRICT

HISTORIC DISTRICT
MEMBER

CATEGORY

BUILDING

STRUCTURE

SITE

OBJECT

PROPERTY INFORMATION (Attach additional sheets if necessary)

NAME OF NOMINATED PROPERTY (historic or other): _____

ADDRESS: _____

OWNER(S) OF RECORD: _____

MAILING ADDRESS AND TELEPHONE NUMBER: _____

NAME, ADDRESS AND PHONE NUMBER OF APPLICANT (if different than owner):

LEGAL DESCRIPTION(S): _____

HISTORIC USE OR FUNCTION: _____

CURRENT USE OR FUNCTION: _____

PHYSICAL DESCRIPTION (Describe the historic and current condition of the property):

SECTION II – SIGNIFICANCE

1. HISTORICAL SIGNIFICANCE (Check applicable category):

The quality of significance in American history, architecture, archeology, engineering and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, material, workmanship, feeling and association and:

- _____ that have significant character, interest or value, as part of the development, heritage or cultural characteristics of the city, State, or Nation; or are associated with the life of a person significant in the past;
- _____ that exemplify the cultural, political, economic, social or historical heritage of the community;
- _____ that portray the environment in an era of history characterized by a distinct architectural style;
- _____ that owing to their unique location or singular physical characteristics, represents an established and familiar visual feature of the neighborhood, community or City;
- _____ that constitute a prehistoric/historic site which contains information of archaeological value in that it has produced or can be expected to produce data affecting theories of historic or prehistoric research interest as set forth in the State Historic Preservation master plan for cultural resources.

STATEMENT OF SIGNIFICANCE

2. DATE OF CONSTRUCTION: _____

3. PERIOD OF SIGNIFICANCE: _____

4. DOCUMENTATION OF SIGNIFICANCE (SOURCE(S) OF INFORMATION):

SECTION III – ADJOINING LANDOWNERS

1. LIST NAMES AND ADDRESSES OF ALL ADJOINING LANDOWNERS. INCLUDE LAND WHICH CORNERS ON TRACT OR WHICH IS ACROSS STREETS OR ALLEYS.

SECTION IV – FORM COMPLETION

1. HAS THERE BEEN PRIOR APPLICATION FOR DESIGNATION OF THIS PROPERTY? IF SO, GIVE THE DATE, APPLICANT, AND STATE THE PRIOR ACTION TAKEN.

2. **PLEASE INCLUDE A 3 X 5 PHOTOGRAPH WITH APPLICATION.**

APPLICANT’S SIGNATURE(S):

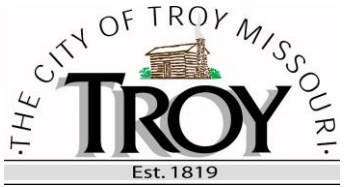
_____ DATE _____
_____ DATE _____

OWNER’S SIGNATURE(S) AUTHORIZING NOMINATION OF PROPERTY (Signatures must represent all owners of record):

_____ Date _____
_____ Date _____

Once all applicable sections are completed, return the form and all accompanying documentation to:

**CITY OF TROY
HISTORIC PRESERVATION COMMISSION
800 Cap-au-Gris
TROY, MO 63379
(636) 528-1254**



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GENERAL INFORMATION

Pursuant to Section 405.925 of City of Troy Ordinance 1206, nominations shall be made to the HPC on a form prepared by it and may be submitted by a member of the HPC, owner of record of the nominated property or structure, or the Board of Aldermen. Nominations shall be turned in to the Building Official who will within seven (7) days of receipt mail a notification of intent to nominate to the owner of record of the nominated property.

The HPC shall, upon such investigation as it deems necessary, make a determination as to whether a nominated property, structure, site, are or district meets one (1) or more of the following criteria based on criteria for evaluation for the National Register of Historic Places:

- 1. Its character, interest or value as part of the development, heritage or cultural characteristics of the community, County, State or country;
- 2. Its overall setting and harmony as a collection of buildings, structures, objects where the overall collection forms a unit;
- 3. Its potential to be returned to an accurate historic appearance regardless of alterations or insensitive treatment that can be demonstrated to be reversible;
- 4. Its location as a site of a significant local, County, State or national event;
- 5. Its identification with a person or persons who significantly contributed to the development of the community, County, State or country;
- 6. Its embodiment of distinguishing characteristics of an architectural type valuable for the study of a period, type, method of construction or use of indigenous materials;
- 7. Its identification as the work of a master builder, designer, architect or landscape architect whose individual work has influenced the development of the community, County, State or country;
- 8. Its embodiment of elements of design, detailing, materials or craftsmanship that render it architecturally significant;
- 9. Its embodiment of design elements that make it structurally or architecturally innovative;
- 10. Its unique location or singular physical characteristic that make it an established or familiar visual feature of the neighborhood, community or City;
- 11. 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;
- 12. Its suitability for preservation or restoration; and
- 13. Its potential to yield information important to history and prehistory.

Any structure, property or area that meets one (1) or more of the above criteria shall also have sufficient integrity of location, design, materials and workmanship to make it worthy of preservation or restoration.

Public Hearing On Landmarks And Historic Districts

Upon receipt of a completed nomination of a landmark or historic district, the HPC shall schedule a public hearing to solicit input and comment on the proposed nomination and guidelines for certificate of design review. Notice of the date, time, place and purpose of the meeting and a copy of the completed nomination form shall be sent by regular mail to the owner(s) of record and to the nominators.

Public Hearing

Oral or written testimony concerning the significance of the nominated landmark or historic district shall be taken at the public hearing from any person concerning the nomination. The HPC may present expert testimony or present its own evidence regarding the compliance of the nominated landmark or historic district with the criteria for consideration of a nomination set forth in Section 405.925 of the Historic Districts and Landmarks Ordinance 1206. The owner of any nominated landmark or of any property within a nominated historic district shall be allowed reasonable opportunity to present evidence regarding significance and shall be afforded the right of representation by counsel and reasonable opportunity to cross-examine expert witnesses. The hearing shall be closed upon completion of testimony.

Report and Recommendation Of HPC

The HPC shall within forty-five (45) calendar days from receipt of a completed nomination in proper form adopt by resolution a recommendation that the nominated landmark or historic district does or does not meet the criteria for designation in the above referenced section. The resolution shall be accompanied by a report to the Board of Aldermen containing the following information:

1. Explanation of the significance or lack of significance of the nominated landmark or historic district as it relates to the criteria for designation;
2. Explanation of the integrity or lack of integrity of the nominated landmark or historic district.

In case of a nominated landmark found to meet the criteria for designation:

1. The significant exterior architectural features of the nominated landmark that should be protected;
2. The types of construction, alteration, demolition and removal, other than those requiring a building or demolition permit, that should be reviewed for appropriateness pursuant to the provisions of Sections 405.940 through 405.950 of the Historic Districts and Landmarks Ordinance 1206;
3. Archaeological significance and recommendations for interpretation and protection.

In the case of a nominated historic district found to meet the criteria for designation:

1. The types of significant exterior architectural features of the structures within the nominated historic district that should be protected;

2. The types of alterations and demolitions that should be reviewed for appropriateness pursuant to the provisions of Sections 405.945 through 405.950 of the Historic Districts and Landmarks Ordinance 1206;
3. The type and significance of historic and prehistoric archaeological sites within the nominated historic district;
4. Proposals for design guidelines of HPC review of certificates of design review within the nominated landmark or historic district;
5. The relationship of the nominated landmark or historic district to the ongoing effort of the HPC to identify and nominate all potential cultural resources that meet the criteria for designation;
6. Recommendations as to appropriate permitted uses, special uses, height and area regulations, minimum dwelling size, floor area, sign regulations, lot size and parking regulations necessary or appropriate to the preservation of the nominated landmark or historic district, including recommendations for buffer zones to protect and preserve visual integrity;
7. A map showing the location of the nominated landmark and/or the boundaries of the nominated historic district.

Notification Of Determination

Notice of the determination of the HPC, including a copy of the report, shall be sent by regular mail to the owner of record of a nominated landmark and of all property within a nominated historic district and to the nominator within seven (7) days following adoption of the resolution. Within seven (7) days following a determination by the HPC that the nominated landmark or historic district does meet the criteria for designation, a copy of the resolution and report accompanied by a recommendation that the nominated landmark or historic district be designated shall be sent to the Board of Aldermen.

Appeal

A determination by the HPC that the nominated landmark or historic district does not meet the criteria for designation shall be a final administrative decision reviewable under the Missouri Administrative Procedure and Review Act, provided however, that the nominator or any owner of the nominated landmark or of property within the nominated historic district may, within thirty (30) days after the postmarked date of the notice of the determination, file with the Building Official a written appeal to the Board of Aldermen.

Action By Board Of Aldermen

The Board of Aldermen shall, within sixty (60) calendar days after receiving the recommendation that the nominated landmark or historic district be designated or receiving a written appeal, either reject the recommendation or written appeal by formal resolution or designate the landmark or historic district by an ordinance. The Board of Aldermen shall hold a public hearing before enacting the resolution or ordinance and provide notice and take testimony in the same manner as provided in Section 405.920 of the Historic Districts and Landmarks Ordinance 1206. Any resolution or ordinance shall be accompanied by a written statement explaining the reasons for the action of the Board of Aldermen. The Building Official shall provide written notification of the action of the Board of Aldermen by regular mail to the nominator, the appellant and the owner(s) of record of the nominated landmark or of all property within a nominated historic district. The notice shall include a copy of the designation ordinance or resolution passed by the Board of

Aldermen and shall be sent within seven (7) days of the Board of Aldermen action. A copy of each designation ordinance shall be sent to the HPC, Planning and Zoning Commission and Building Official.

The Designation Ordinance

Upon designation, the landmark or historic district shall be classified as a "District H - - Historic" and the designating ordinance shall prescribe the significant features; the types of construction, alteration, demolition and removal, other than those requiring a building or demolition permit that should be reviewed for appropriateness; the design guidelines for applying the criteria for review of appropriateness; permitted uses; special uses; height and area regulation; minimum dwelling size; floor area; lot size; sign regulation; and parking regulations. The official Zoning Map of the City of Troy shall be amended to show the location of the "District H - - Historic" as an overlay zone.

Interim Control

No building permit shall be issued by the Building Commissioner for alteration, construction, demolition or removal of a nominated landmark or of any property or structure within a nominated historic district from the date of the meeting of the HPC at which a nomination form is first presented until the final disposition of the nomination by the Board of Aldermen unless such alteration, removal or demolition is authorized by formal resolution of the Board of Aldermen as necessary for public health, welfare or safety. In no event shall the delay be for more than one hundred eighty (180) days.

Amendment And Rescission of Designation

Designation may be amended or rescinded upon petition to the HPC and compliance with the same procedure and according to the same criteria set forth herein for designation. (Ord. No. 1206)