



Village of River Forest
400 Park Avenue
River Forest, Illinois 60305
(708)366-8500
www.river-forest.us

**HISTORIC PRESERVATION
COMMISSION**

Landmark Designation Procedure

STEP 1: SUBMIT COMPLETED NOMINATION FORM

- Nomination forms are available at Village Hall or can be downloaded and printed from the Village's website at <http://www.river-forest.us>.
- The nomination form should be completed in its entirety. The Commission may require additional information from the applicant.
- The completed nomination form should be submitted to the Village Administrator's Office.

STEP 2: REVIEW FOR COMPLETENESS

- Village staff & the Commission will review the nomination form for completeness.
- Upon a determination that nomination form is complete, a public hearing will be set. The Historic Preservation Commission meets the 4th Thursday of each month.

STEP 3: NOTICE OF PUBLIC HEARING

- A notice of the public hearing on a proposed nomination will be provided in accordance with Section 10-5-4E1 of the Village Code. As such the notice will include:
 1. Publication in a newspaper of general circulation in the Village at least 15 days and not more than 30 days in advance of the public hearing.
 2. Notice to all owners of property within 250 ft. of the subject property.

STEP 4: PUBLIC HEARING

- Within 60 days following filing of a completed nomination form, the Historic Preservation Commission will hold a public hearing on the nomination. The Commission meets on the 4th Thursday of each month.
- All interested parties are given the opportunity to speak regarding the proposed nomination.



LANDMARK DESIGNATION PROCEDURE

STEP 5: COMMISSION RECOMMENDATION

- Within 30 days following the close of the public hearing, the Commission will make a determination on the landmark designation.
- The Commission’s recommendations and findings shall be provided in writing to the property owner.

Upon approval of Landmark status:	Upon denial of Landmark status:
<ul style="list-style-type: none"> ▪ <u>Recording:</u> Upon approval of property as a Landmark, applicant must file memorandum with Recorder’s office stating that property has been certified as a Landmark and include the address and phone number of the Village to request further information. The owner must provide a file recorded stamped copy of memorandum to Village Administrator. ▪ <u>Rider to All Subsequent Sales Contracts:</u> All subsequent sales contracts for properties designated as Landmark properties must contain a rider as set forth in Section 13-1-9B of Village Code. 	<ul style="list-style-type: none"> ▪ Applicant may request reconsideration by written request filed within 30 days after Commission’s determination issued – only with substantial new evidence or information regarding the subject property. ▪ If landmark status is denied upon reconsideration, no further applications regarding landmark status may be filed for 1 year.

STEP 6: RIGHT TO APPEAL TO VILLAGE BOARD

Applicant may appeal the decision of the HPC to the Village Board by filing written appeal with Village Administrator within 30 days following service of Commission’s determination upon applicant. Decisions of Village Board shall be final.

For additional information please contact the Village of River Forest at (708) 366-8500. Nomination forms and other materials are available for download on the Village of River Forest website <http://www.river-forest.us>.

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**HISTORIC
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**Property owner files
 Nomination Form**

Village staff reviews Nomination Form for completeness

**Determination that
 Nomination Form is
 complete**

- Requirements:
1. Name, address, telephone number & email of property owner;
 2. Legal description and street address of property;
 3. Written statement describing grounds for landmark status
 4. Written evidence that applicant is current owner of property;
 5. Site plan, photographs, front, side & rear elevations; and
 6. Such other relevant information as requested.

Publication in local newspaper and notice to all owners within 250 ft. of subject property

Notice of Public Hearing

To be held within 60 days following submission of complete Nomination Form

Public Hearing

To be issued within 30 days following close of public hearing

Commission Determination

Approval

Denial

1. Memorandum of Landmark status to be recorded; and
2. Rider giving notice of Landmark status to be included in all subsequent sales contracts.

Applicant may request reconsideration within 30 days after determination only with substantial new evidence.

Applicant may appeal determination to Village Board within 30 days after service of determination on proper owner. Decisions of Village Board shall be final.