



LOCAL HISTORIC DISTRICT APPLICATION
CITY of CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

Name of Proposed District

Applicant

Mailing Address

City, State, Zip

Telephone

Email

Property Owners of Record

Attach a list of the names and mailing addresses of all property owners of record within the proposed district. At least fifty-one (51) percent of the total property owners are required to be listed and their signatures provided on this application.

Legal description(s) of district/properties to be designated

Provide a legal description of the overall boundary for the proposed district, or attach a legal description for each individual property to be included in the district.

Describe, in general, the properties within the proposed district as they presently exist, including current uses or functions

Application continues on next page

OFFICE USE ONLY

Date Received _____ By _____ File Number _____

Historic Preservation Commission Recommendation _____ Date _____

Planning & Zoning Commission Recommendation _____ Date _____

City Council Final Action _____ Date _____

Statement of Historical Significance

Provide evidence that the proposed district meets one (1) or more of the criteria below. Attach additional sheets if necessary. Supporting documentation, such as a National Register application, state historic inventory forms, or literature from a historian may be referenced and attached to this application.

- 1) *Its character, interest or value as part of the development, heritage, or cultural characteristics of the community, county, state, or country;*
- 2) *Its identification as a site of a significant local, county, state, or national event;*
- 3) *Its identification with a person or people who contributed significantly to the development of the community, county, state, or country;*
- 4) *Its embodiment of distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction or use of indigenous materials;*
- 5) *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;*
- 6) *Its embodiment of elements of design, detailing, materials, or craftsmanship which renders it architecturally significant;*
- 7) *Its embodiment of design elements that make it structurally or architecturally innovative;*
- 8) *Its location or singular physical characteristics make it an established or familiar visual feature; or*
- 9) *Its character as a particularly fine or unique example of a utilitarian structure, including, but not limited to, barns, vehicle fueling stations, or other commercial structures, with a high level of integrity or architectural significance.*

**ADDITIONAL ITEMS
REQUIRED**

In addition to this application, the following items must be submitted:

- ___ Application fee (\$126.00 payable to City of Cape Girardeau)
 - ___ One (1) plot plan showing the boundary of the proposed district designation and the lots contained therein. The plot plan shall be on 8 ½" x 11" or 11" x 17" size sheet.
 - ___ One (1) recent photo of each property in the proposed district. Label each photo with the address of the property depicted.
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CERTIFICATIONS

We certify that we are the Property Owners of Record for at least fifty-one (51) percent of the properties described in this application. We understand and acknowledge that should the properties be designated as a Local Historic District, they will be subject to the requirements of Section 30-352 of the City of Cape Girardeau Zoning Ordinance.

Owner Signature

Date

Owner Signature

Date

Owner Signature

Date

Attach additional sheets if necessary - Application continues on next page

Owner Signature

Date

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I certify that I am an Agent authorized by the above Property Owners of Record to file this application on their behalf.

Applicant Signature

Date

**CITY OF CAPE GIRARDEAU
LOCAL HISTORIC DISTRICT APPLICATION
INFORMATION SHEET**

A nomination for designation as a Local Historic District may be initiated by a petition (application) signed by at least fifty-one (51) percent of the property owners of record within the proposed district. It is important that all property owners within the proposed district understand the requirements pertaining to a Local Historic District.

The application deadline is three (3) weeks prior to the Historic Preservation Commission meeting date. The Commission meets on the third Wednesday of each month. Applications may be submitted in person or shipped to: City of Cape Girardeau, Development Services Department, 401 Independence Street, Cape Girardeau, MO 63703.

City staff will review each application for completeness. If additional information is needed, the applicant will be contacted. Applications deemed incomplete will not be reviewed until the requested information is provided. Once a complete application has been submitted, City Staff will place it on the Historic Preservation Commission agenda.

The Historic Preservation Commission will review the nomination and make a determination as to whether or not the proposed district meets the criteria for designation (see "Statement of Historical Significance" section of the application). If the criteria are met, the Historic Preservation Commission will schedule and hold a public hearing. Within sixty (60) days of the conclusion of the public hearing, the Commission will make a recommendation based on its determination.

Upon receipt of the Historic Preservation Commission's recommendation, the Planning and Zoning Commission will conduct a review of the proposed district designation in an open meeting. Within thirty (30) days of the Planning and Zoning Commission's review, it will make a recommendation to the City Council as to whether or not the district should be designated.

Upon receipt of the recommendations by the Historic Preservation Commission and the Planning and Zoning Commission, the City Council will schedule and hold a public hearing. An ordinance designating the properties as a Local Historic District will be prepared for the Council.

If the ordinance passes, it becomes effective ten (10) days after the date of passage. A written notice and a copy of the ordinance will be mailed to the applicant and the property owners of record.

For questions, please contact the Development Services Department at (573) 339-6327.