

FOR OFFICE USE ONLY	
File No.	_____
Date Filed	_____
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Date Received	_____
Decision	_____

APPLICATION FOR LOCAL HISTORIC DESIGNATION/ HISTORIC ZONE CHANGE

1. SUBJECT PROPERTY/(ies)	<input type="checkbox"/> Landmark	<input type="checkbox"/> Site	<input type="checkbox"/> District
ADDRESS _____			
PARCEL ID(S) _____			
AREA CONTAINED IN PROPERTY (EXCLUDING STREETS) _____			
NAME OF HISTORIC DESIGNATION _____			

2. APPLICANT	
NAME _____	CONTACT PERSON (if legal entity) _____
ADDRESS _____	TELEPHONE _____
EMAIL _____	RELATIONSHIP TO OWNER (if not owner) _____
<input type="checkbox"/> Owner <input type="checkbox"/> City Council Member <input type="checkbox"/> City Manager <input type="checkbox"/> Urban Conservator <input type="checkbox"/> Planning Commission <input type="checkbox"/> Community Organization <input type="checkbox"/> Owner of Property within District	

3. OWNER(S) (If multiple properties, please provide an excel sheet with information)	
NAME _____	CONTACT PERSON (if legal entity) _____
ADDRESS _____	TELEPHONE _____
EMAIL _____	

4. HISTORIC CRITERIA (Select all that apply)
<input type="checkbox"/> Association with events that have made a significant contribution to the broad patterns of our history; or <input type="checkbox"/> Association with the lives or persons significant in our past; or <input type="checkbox"/> Embodies the distinctive characteristics of a type, period, method of construction or that represent a significant and distinguishable entity whose components may lack individual distinction; or <input type="checkbox"/> That has yielded, or may be likely to yield, information important in prehistory or history.

5. SUMMARY OF REASONS WHY THE REQUEST SHOULD BE GRANTED. It is your responsibility to provide the Urban Conservator supporting documentation in the form of a "Designation Report" to facilitate the creation of a staff report under chapter 1435-07, "Preserving a Structure." <u>Please be advised that this application will be reviewed by the Historic Conservation Board & Planning Commission Council.</u> The filing fee for the review is \$1,500 and due at the time the application is submitted.
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6. SIGNATURE. The undersigned does hereby certify that the information provided in connection with this application is, to the best of his or her knowledge, true and correct.
Print Name _____ Signature _____ Date ____ / ____ / ____

LOCAL HISTORIC DESIGNATION/HISTORIC ZONING CHANGE PROCESS

Purpose:

This is an abstract of rules and regulations concerning Historic Designation and its related Zone Change in the City of Cincinnati. It has been created as a means of simplifying the explanation of the process and is not the officially adopted rules of the City Council, City Planning Commission or City Historic Conservation Board. The officially adopted regulations are contained in the City Charter, the Cincinnati Municipal Code, and the City Planning Commission and Historic Conservation Rules and Procedures.

Historic Designation Definition and Criteria:

Historic Designation is a zoning overlay which is added to the base zoning of a specific parcel(s) of land. Historic Designation can be a

- **Landmark:** a Historic Structure or Historic Structures located on a single parcel or contiguous parcels.
- **Site:** real property on which a Historic Structure is located or on which there is no structure but that is itself of Historic Significance.
- **District:** an identifiable area comprised of two or more parcels and containing two or more Historic Assets typical of one or more eras in the city's history, or representing an assemblage of structures important to the city's history.

To designate a property or properties a City Historic Landmark, Site or District, a property must meet one or more of the local historic criteria (see criteria below).

- 1.) Association with events that have made a significant contribution to the broad patterns of our history; or
- 2.) Association with the lives of persons significant in our past; or
- 3.) Embodies the distinctive characteristics of a type, period, method of construction or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- 4.) That has yielded, or may be likely to yield, information important in prehistory or history.

Initiation of a Historic Designation:

An Application for a Historic Designation and its related Zone Change may be filed by

- the owner of the subject property or by the owner of a property within the area proposed to be designated,
- City Council or a member of Council,
- the City Manager,
- the Urban Conservator,
- the City Planning Commission,

- a local community organization, including, but not limited to, preservation associations and community councils.

It is strongly advised that an applicant should consult with the Urban Conservator and the Department of City Planning prior to the initiation to go over the application requirements and what constitutes a complete application as well as a proposed schedule and required meetings for adoption. You can set an appointment with the Urban Conservator by calling 513-352-4848 or emailing beth.johnson@cincinnati-oh.gov. The Urban Conservator will arrange a meeting with the applicant, the Historic Conservation Office and the Cincinnati Department of City Planning.

Application Requirements:

A submittal meeting is required to go over the application with both the Urban Conservator and the Cincinnati Department of City Planning. At this meeting the City will determine if the application is considered complete. If the application is not complete, it will not be accepted. To set up a submittal application, please contact the Urban Conservator at calling 513-352-4848 or emailing beth.johnson@cincinnati-oh.gov.

Please submit 2 hard copies and a editable digital (preferably word and other formats as approved by staff) copy of the application with the following materials to the Cincinnati Department of City Planning, 805 Central Avenue, Suite 700.

- 1) Zone Change Application filing fee of \$1500 paid to the City of Cincinnati
- 2) Historic Designation Report (Please Refer to Historic Designation Report Guidelines)
- 3) Plat – One hard copy and one digital copy of a plat reproduced from an original drawing (no auditor plats accepted at any scale), not to exceed 30 x 30 inches, at a scale of at least one inch equals on hundred feet (1:100), showing:
 - a. Street right-of-way lines
 - b. Existing zone line
 - c. The last name of the owner of each property including those surrounding the subject property
 - d. The dimensions of the property being petitioned
 - e. Area of proposed rezoning shall be shaded in or crosshatched and the zone change stated in the legend.
 - f. Scale (1:100, 1:50, 1:20)
 - g. North arrow
- 4) Historic Conservation Guidelines with the following sections (as applicable)
 - a. Cover page
 - b. Boundary map of contributing and non-contributing with an address list of non-contributing structures.
 - c. General Guidelines
 - d. Rehabilitation and Alteration
 - e. Additions
 - f. New Construction

- g. Site Improvements and Alterations
- h. Non-Contributing Buildings
- i. Demolition

5) **Additional Requirements for Districts**

- a) Map with resources numbered
- b) A Picture labeled of each resource in the district and minimum 1 streetscape pictures of each street block. Photos must have the following specifications
 - 1) Digital Format
 - 2) Image resolution - two megapixels (1200 x 1600 pixel image) at 300 dpi or higher.
 - 3) Name electronic files using the following format:
streetname.streetdir.addressnumber.image# (e.g. windsor.e.2211.1, windsor.e.2211.2)
 - 4) Burn images to a CD-R or DVD-R
 - 5) Label the disk(s) using CD/DVD safe markers (e.g. Sharpies) per the following –Name of District. Cincinnati, Ohio, date.
- c) A Resource Inventory Sheet labeling each resource with a number to match the map and pictures, address number, street name, architectural style, date built, contributing/non-contributing, owners name, owners address, historic use, current use. The City will provide an excel sheet template to use.
- d) Optional but highly recommended- a petition of the property owners and their addresses within the proposed boundaries of the district in support of the district. The City will provide a template to use.

Process Steps:

Once an application is received for District, the Urban Conservation Staff and City Planning Staff will post the Historic Designation Report and Proposed Guidelines on the website for viewing. These will be posted on the B&I - Local Conservation Guidelines and the City Planning – Planning Projects & Studies.

Step 1: Community Council Meeting (Approximately 2 – 4 weeks from application deadlines)

The staff of the Historic Conservation Office and Department of City Planning will work with the applicants and the affected Community Council(s) to schedule a presentation at the Community Council(s) about the proposed Historic District, the proposed Guidelines, and the approval process. City Planning Staff will notify the applicant, the agent, all property owners within 400 feet of the proposed designation and zone change, and the local community organization. ***This step is only required for proposed Historic Districts.***

Step 2: Staff Conference (Approximately 4 – 6 weeks from application deadlines)

The staff of the Historic Conservation Office and Department of City Planning will schedule a joint Staff Conference to discuss the designation and related zone change and gather information. City Planning Staff will notify the applicant, the agent, all property owners within 400 feet of the proposed designation and zone change, and the local community organization. Interested parties will be invited to

attend the Staff Conference or send written statements concerning the proposed change. Notices must be mailed at least 14 days prior to the Staff Conference.

Step 3: Historic Conservation Board (*Approximately 8 weeks from application deadline*)

A written staff report including the summary, statements, staff analysis, and a recommendation is presented to the Historic Conservation Board. Notice of the Historic Conservation Board Meeting is sent to the applicant, the agent, all property owners within 400 feet of the proposed change, and the local community organization, as well as all parties who participated in the Staff Conference in person, by phone, email, or in writing. Those persons are given an opportunity to speak to the subject after the staff presentation is made. The Historic Conservation board votes to either approve or disapprove the proposed designation and related zone change.

Step 4: City Planning Commission (*Approximately 10-12 weeks from application deadline*)

A written staff report including the summary, statements, staff analysis, and a recommendation is presented to the City Planning Commission. Notice of the Planning Commission meeting is sent to the applicant, the agent, all property owners within 400 feet of the proposed change, and the local community organization, as well as all parties who participated in the Staff Conference in person, by phone, email, or in writing. Those persons are given an opportunity to speak to the subject after the staff presentation is made. The City Planning Commission votes to either approve or disapprove the proposed designation and related zoning change.

Step 5: City Council (*Approximately 14 – 20 weeks from application deadline*)

Planning staff requests an Ordinance from the Solicitor's Office. (*Ordinance preparation can take 2 – 4 weeks*). Planning staff transmits Historic Conservation Board and City Planning Commission's recommendation along with the Ordinance to City Council and asks for the Clerk of Council to schedule a Public Hearing. The Public Hearing must be scheduled at least 14 days from the date of the first day of publication in the City Bulletin. (*Transmittal and schedule of public hearing can take 2 - 4 weeks*).

The Neighborhoods Committee of City Council will hold a public hearing on the proposed change. The same persons notified for the Staff Conference and Commission meeting will be notified by the Clerk of Council for the Council hearing. The Neighborhoods Committee will vote and make a recommendation to City Council. This may occur at the public hearing, or if desired by the Chair of the Neighborhoods Committee, at a later meeting. (*Recommendation can take up to two weeks if the item is held until a later calendar date.*)

City Council will make the final decision on all Historic Designations. (If the City Planning Commission fails to approve a Historic Designation and its related zone change, City Council must have at least a two-thirds vote (6) of all members to overrule such failure to approve and adopt the proposed Designation and zone change).

The Historic Designation and related zone change goes into effect 30 days after the approval of the Ordinance by City Council. The zoning map is not changed until that time, and no permits can be acted upon for construction or uses that require the new zoning designation. An Ordinance that is approved as an Emergency Ordinance goes into effect immediately.

HISTORIC DESIGNATION REPORT- LANDMARKS AND SITES

Historic Designation Report with the following sections (as applicable.)

- a. Cover page, including Landmark or Site name, date of the report and who prepared the report
- b. Summary Statement
- c. Boundary Description (including metes and bounds)
- d. Map showing designation boundaries and identifying contributing and non-contributing buildings/structures
- e. Justification of boundary Description of the Landmark or Site.
- f. Statement of Significance based on the criteria set forth in CZC 1435-07-1
 - i. Description and documentation on how the district meets the criteria
 - ii. Statement on integrity of the district through the aspects or qualities of location, design, setting, materials, workmanship, feeling, and association.
- g. Landmark or Site Historic and Architectural Overview
 - i. Period of Significance and History of the Landmark or Site: Describe the period(s) of historical significance in which the historic events associated with a proposed Landmark or Site occurred.
 - ii. Architectural/Archeological Description and periods of construction.
- h. Findings
 - i. Planning Considerations- Compatibility with Comprehensive Plan
 - ii. Consistency with CZC Chapter 1435
- i. Research Methodology
- j. References
- k. Pictures labeled with the date and subject.
 - i. For Landmarks: photos of each façade of the building, architecturally significant details, and interiors if the interior will be subject to review.
 - ii. For Sites: photos of the entire site including any important historic, architectural or archeological resources.

***** For more specific guidance on writing Summary Statements, Statements of Significance and Historic and architectural overviews please refer to the National Register Bulletin: How to Complete the National Register Registration Form, Part III, Sections 7 and 8.

https://www.nps.gov/nr/publications/bulletins/nrb16a/nrb16a_III.htm#description

HISTORIC DESIGNATION REPORT- DISTRICTS

Historic Designation Report for Districts (as applicable)

- a. Cover page District name, date of the report and who prepared the report
- b. Summary Statement
- c. Boundary Description (including metes and bounds)
- d. Map showing designation boundaries and identifying contributing and non-contributing buildings by number to correspond with Historic Resource Inventory form.
- e. Justification of boundary
- f. Statement of Significance based on the criteria set forth in CZC 1435-07-1
 - i. Description and documentation on how the district meets the criteria
 - ii. Statement on integrity of the district though the aspects or qualities of location, design, setting, materials, workmanship, feeling, and association.
- g. District Historic and Architectural Overview
 - i. Period of Significance and History of District: Describe the period(s) of historical significance in the development of the district. Begin with the earliest development within the district and describe the periods of greatest construction activity, or significant historical events. For a building to be contributing it must be built within the period of significance.
 - ii. Properties within the District: Describe the number of resources and their contributing nature.
 - iii. Principal Architectural Styles and Periods of Construction: Describe the architectural styles that characterize the contributing buildings in the district, and the periods of construction of those styles within the district. Note the location of particularly good examples of each style.
- h. Findings
 - i. Planning Considerations- Compatibility with Comprehensive Plan
 - ii. Consistency with CZC Chapter 1435
- i. Research Methodology
- j. References
- k. Pictures labeled with subject and date. Not every property is required to be in the designation report but provide examples of buildings, resources and streetscapes that are representative of the District.

***** For more specific guidance on writing Summary Statements, Statements of Significance and Historic and architectural overviews please refer to the National Register Bulletin: How to Complete the National Register Registration Form, Part III, Sections 7 and 8.

https://www.nps.gov/nr/publications/bulletins/nrb16a/nrb16a_III.htm#description