

HOW TO APPLY FOR A LANDMARK DESIGNATION

As defined under Chapter 99.06.D. – Landmark / District Designation of the City of Piqua Code of Ordinances, the City Historic Review Commission (CHRC) is empowered to consider the designation of any area, property, or site as a historic district or local landmark. Any person, firm, corporation or agency may submit an application to the CHRC provided they are the owner or the owner’s representative of the property for which the application is being submitted.

A list of criteria for consideration is located on the City of Piqua website here – <https://piquaoh.gov/1604/City-Historic-Review-Commission-CHRC>

An application will only be considered complete when it includes ALL required documentation and fees.

Please submit all application materials to: piquapermits@piquaoh.gov

A. DESIGNATION SUBMISSION QUESTIONS

<p>1. Is your property at least 50 years old?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>2. Does it have historical integrity (important aspects of its original appearance and character)?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>3. Is it significant in local, state, or national history?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
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If your answer to one or more of the above questions is no, the property is unlikely to be eligible for listing on the City of Piqua Historic Registry and you do not need to fill out the rest of this form

B. PROJECT LOCATION

Street Address:	Parcel ID Number:
Zoning District:	Current Use:

C. APPLICANT INFORMATION

SAME AS OWNER (Do not complete this section)

Company Name:

Contact Person First Last Name:

Mailing Address:

Phone Number:	Email:
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D. PROPERTY OWNER INFORMATION

Company Name:

Contact Person First Last Name:	
Mailing Address:	
Phone Number:	Email:

E. PROJECT INFORMATION / JUSTIFICATION

1. Briefly describe the nature of the project (Please attached additional pages if necessary):

2. Please Select a Reason that this Property or District of Properties Should be designated on the City of Piqua Historic Registry. Four options (based on the National Register of Historic Places) are available for consideration.

- A:** The property is associated with events that have made a significant contribution to the broad patterns of our history. *Example: A building that played an important role in the history of transportation in the community.*
- B:** The property is associated with the life of a person or people important in our past at the local, state, or national level. *Example: A founder of the community lived in this property.*
- C:** The property has the distinctive characteristics of a type, period, or method of construction, represents the work of a master, possess high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction (e.g. a historic district). *Example: The only example of a Gothic Revival style house in Piqua.*
- D:** The property has yielded, or may be likely to yield, information important in prehistory or history. This typically applies to archaeological sites. *Example: An archaeological site that offers information about the lifeways of previous cultures.*

F. PROJECT / PROPERTY HISTORY

1. How many structures are on the property? When to the best of your knowledge, was each one built?

2. What changes have been made to the building(s), and, if you know, when did they occur?
Examples: New windows, doors, siding, roof, etc.

3. What are the names of the original and subsequent people or business(es) that occupied the property? Include the dates when they occupied the property, if you know.

4. If the property represents the work of an architect, building, designer, or artist whose work is it?

5. Where have you found historical information about this property?
Examples: City or County records, newspaper articles, etc.

G. PROPERTY CONDITION

1. Is the property on its original site?

2. What are the important features of its setting? Are they intact?

3. What major historic materials does the property retain?
Examples: Wood Siding, Shingles, Decorative Trim, etc.

4. Have any major historic materials been removed or covered with asbestos, aluminum, or vinyl siding?

5. Does the property retain the major features of its design and function such as the basic shape, room arrangements, and windows and door openings?

H. PROJECT COST / TIMELINE

Estimated Project Cost (Req'd):	
Start Date:	End Date:

I. PHOTO REQUIREMENTS

Enclose the following photos of the property as it looks today. Please label the photographs. Digital photographs are preferred on a thumbdrive.

- Outside - Front
- Outside - Sides
- Outside - Rear
- Inside - Pictures of the main rooms or public spaces, and any distinctive or significant architectural features, such as fireplaces, woodwork, stairways, and door or window surrounds.

Old Photographs

If you have old photographs of the property, please send these with the application.

FEES, PAYMENT, ETC.

Application Fee: \$150 / property	Payments made be completed by check, cash, or by credit card at the Municipal Government Center - 201 W. Water Street, Piqua, OH 45356.
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ACKNOWLEDGMENT AND AUTHORIZATION

The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.

_____	_____
Applicant Name	Date
_____	_____
Applicant Signature	Title
_____	_____
Property Owner Name	Title
_____	_____
Property Owner Signature	Title