



Codes & Planning
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Kirksville Historic Preservation Commission

Nomination Form for a Historic District

I, _____, wish to place in nomination, the properties located generally at _____, to be listed with the Kirksville Historic Preservation Commission, as a Historic District. There is a map attached to this application form which shows the specific boundaries of the proposed Historic District that is being nominated.

These properties are historically significant because: (or please attach supporting information and/or pictures)

Name of Property Owner: _____

Mailing Address: _____

City, State, Zip: _____



The steps necessary to move forward on an application for a Historic District nomination in the City of Kirksville are:

1. The Codes & Planning Director must prepare a list of all the property owners in the proposed district.
2. Certified mailing letters must be mailed out to all of the property owners in the proposed district, informing them of the pending nomination and the process required for that.
3. A date will be set for a vote of all the property owners in the proposed historic district.
4. One vote per tax parcel will be allowed.
5. A minimum of 66% of the property owners voting in the election must vote in the affirmative to continue the process of the nomination on to the Kirksville Historic Preservation Commission.
6. If the vote is affirmed, the process will move on to the Kirksville Historic Preservation Commission, to a public hearing with the Planning and Zoning Commission, and finally to the city council, for their decisions in the matter.

I certify that I am one of the owners of a property within the described area listed above.

Owners Signature

Date

Applicant Information Sheet:

Criteria for Consideration of Nomination. The KHPC shall, upon such investigation as it deems necessary, make a determination as to whether a nominated property, structure, site, area or district meets one 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 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.