

# Landmarks Commission Application



**Current Planning Division**  
8500 Santa Fe Drive  
Overland Park, KS 66212  
(913)895-6217 Fax (913)895-5013  
E-mail: pod@opkansas.org

**Planning and Development Services Department**

**www.opkansas.org**

## TYPE

- Landmark Nomination with Owner Consent \$50.00
- Landmark Nomination without Owner Consent \$250.00
- Certificate of Appropriateness \$10.00
- Historic District \$500.00

## CATEGORY

- Building       Structure       Site       Object

Name of Property: \_\_\_\_\_

Address or Vicinity: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Date(s) of Construction: \_\_\_\_\_

Current Function or Use: \_\_\_\_\_ Period of Significance: \_\_\_\_\_

## APPLICANT

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## OWNER

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## ARCHITECT

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## ENGINEER

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

# Landmarks Nomination Checklist



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1. Submittal Requirements For Landmark Nomination:

The application shall include but not be limited to the following:

- A. Address of proposed landmark; and
- B. Legal description; and
- C. Description of historical, architectural, or cultural merit and any other information relevant to the application including detailed explanation addressing all 13 criteria for the review of landmark nominations; and
- D. Description of past and present land uses; and
- E. Address of property owner and applicant; and
- F. Photographs, drawings, or sketches of the building and site; and
- G. Owner affidavit from affected landowner, if landowner is consenting to the application.

Any application for a historic district shall include those items listed above and the following:

- H.
  - 1. Affidavits from the affected landowners of not less than 60 percent of the contributing land area included in the proposed historic district; and
  - 2. Inventory list of all buildings, homes, sites and objects in the district, including address, historical name (if known), date of construction and a list of all contributing and noncontributing sites, structures and objects within the proposed district; and
  - 3. Proposed design guidelines for applying the criteria for review of future certificate of appropriateness applications; and
  - 4. The types of architectural features of the structures within the nominated district that should be protected; and
  - 5. A general description about how the neighborhood/district has been altered or changed through the years, including a description of trends (This is not to be just a list of every change).

2. The Landmarks Commission shall make a recommendation concerning the designation of a landmark based on one or more of the following criteria. In addition to the following criteria, the Landmarks Commission may adopt by resolution a more extensive list of guidelines for the review of landmark nominations. Typed description of each of the following criteria as they are relevant to the Landmark nomination:

- A. Prior designation on lists of historic sites, including, but not limited to, the National Register of Historic Places, and the Register of Historic Kansas Places;
- B. Character, interest or value as part of the development, heritage or culture of the City of Overland Park, State of Kansas, or the United States;
- C. Site of a significant historic event;
- D. Identification with a person or persons who significantly contributed to the culture and development of the City;
- E. Exemplification of the cultural, economic, social or historical heritage of the City;

# Landmarks Nomination Checklist

**OVERLAND PARK**

K A N S A S

ABOVE AND BEYOND. BY DESIGN.

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- F. Portrayal of the environment of a group of people in an era of history characterized by distinctive architectural style or sequence of styles;
- G. Embodiment of distinguishing characteristics of an architectural type or specimen;
- H. Identification as the work of an architect or master builder whose individual work has influenced the development of the City;
- I. Embodiment of elements of architectural design, detail, materials, or craftsmanship which represent significant architectural innovation;
- J. Relationships to other distinctive buildings, sites or areas which are eligible for preservation according to a plan based on historic, cultural or architectural motif;
- K. Unique location or singular physical characteristics representing an established and familiar visual feature of a neighborhood, community or the City;
- L. Archaeological value in that it has produced or can be expected to produce data affecting theories of historic or prehistoric interest; and
- M. Value as an aspect of community sentiment or public pride.

Properties are only eligible for designation if they are achieved the significance required by the above criteria more than 50 years prior to the application date.