

<b>FOR OFFICE USE ONLY</b>	
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Date Received	_____
Decision	_____



**II Centennial Plaza**  
**Planning Department**  
**805 Central Ave, Suite 700**  
**Cincinnati, OH 45202**  
**513-352-4848**

## APPLICATION FOR LOCAL HISTORIC DESIGNATION/ HISTORIC ZONE CHANGE

<b>1. SUBJECT PROPERTY/(ies)</b> <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 _____
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<b>2. APPLICANT</b> 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
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<b>3. OWNER(S) (If multiple properties, please provide an excel sheet with information)</b> NAME _____ CONTACT PERSON (if legal entity) _____ ADDRESS _____ TELEPHONE _____ EMAIL _____
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<b>4. HISTORIC CRITERIA (Select all that apply)</b> <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.
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**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." Please be advised that this application will be reviewed by the Historic Conservation Board, Planning Commission and Council. The filing fee for the review is \$1,500 and due at the time the application is submitted.

<b>6. SIGNATURE.</b> 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 ____/____/____
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## 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 make sure that the application is complete, and the applicant is aware of a proposed schedule for adoption. You can set an appointment with the Urban Conservator by calling 513-352-4848 or emailing [urban.conservator@cincinnati-oh.gov](mailto:urban.conservator@cincinnati-oh.gov). The Urban Conservator will arrange a meeting with the applicant, the Historic Conservation Office and the Cincinnati Department of City Planning and Engagement.

### **Application Requirements:**

Please submit 2 hard copies and an 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) Pre-application meeting with Urban Conservation Staff to review proposed district application, designation report and guidelines
  - b) Affidavit stating that a community meeting with the Community Council, Urban Conservator, City Planning and Engagement Staff, and applicant to review what Historic Designation/District means, Historic Designation Process, and the proposed Guidelines was

held prior to the submittal of the application. The location, date, time and any promotional materials are to be included.

- a. The applicant will work with Urban Conservation Staff to set up this meeting.
- c) Map with resources numbered and address listed
- d) 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) RGB color digital TIFFs are preferred, but JPEGs are acceptable.
  - 3) Image resolution - two megapixels (1200 x 1600 pixel image) at 300 dpi or higher.
  - 4) Name electronic files using the following format:  
streetname.streetdir.addressnumber.image# (e.g. windsor.e.2211.1, windsor.e.2211.2)
  - 5) Burn images to a CD-R or DVD-R
  - 6) Label the disk(s) using CD/DVD safe markers (e.g. Sharpies) per the following –Name of District. Cincinnati, Ohio, date.
- e) 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.
- f) 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:**

After the request is filed:

Preliminary Step: All applicants proposing a designation for an individual Landmark or Site are encouraged to discuss the proposed designation with the officially recognized Community Council for the neighborhood in which the designation is requested. A meeting with the recognized Community Council for all districts is required prior to application. Most Community Councils will request a formal presentation and conduct a vote at a meeting of the full Community Council. This is recommended to occur prior to the recommendation to Historic Conservation Board and City Planning Commission and is highly recommended for designation of Historic Districts. A delay in this activity can cause delays further in the process. *(Time varies depending on applicant/Community Council)*

Once an application is received, the City Planning and Engagement Staff will post the Historic Designation Report and Proposed Guidelines on the website for viewing. These will be posted on [City Planning and Engagement – Planning Projects & Studies](#).

### **Step 1: Staff Conference (Approximately 2 – 4 weeks from application deadlines)**

The staff of the Historic Conservation Office and Department of City Planning and Engagement will schedule a Staff Conference to discuss the designation and related zone change and gather information. City Planning and Engagement 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 2: Historic Conservation Board (Approximately 6 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 3: City Planning Commission (Approximately 8-10 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 4: City Council (Approximately 12 – 16 weeks from application deadline)**

City Planning and Engagement 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 Economic Growth and Zoning 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 Economic Growth and Zoning 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 GUIDELINES- LANDMARKS AND SITES

**Historic Designation Report for Landmark and Sites** must have the following sections in the order prescribed below.

- a. Cover page, including Landmark or Site name, date of the report and who prepared the report
- b. Index Page
- c. Summary Statement
- d. Boundary Description (including metes and bounds)
- e. Map showing designation boundaries and identifying contributing and non-contributing buildings/structures
- f. Justification of boundary Description of the Landmark or Site.
- g. 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.
- h. 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.
- i. Findings
  - i. Planning Considerations- Compatibility with Comprehensive Plan
  - ii. Consistency with CZC Chapter 1435
- j. Research Methodology
- k. References
- l. 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](https://www.nps.gov/nr/publications/bulletins/nrb16a/nrb16a_III.htm#description)

## HISTORIC DESIGNATION REPORT GUIDELINES- DISTRICTS

**Historic Designation Report for Districts Sites** must have the following sections in the order prescribed below.

- a. Cover page District name, date of the report and who prepared the report
- b. Index Page
- c. Summary Statement
- d. Boundary Description (including metes and bounds)
- e. Map showing designation boundaries and identifying contributing and non-contributing buildings by number to correspond with Historic Resource Inventory form.
- f. Historic Resource Inventory form table
- g. Justification of boundary
- h. 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.
- i. 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.
- j. Findings
  - i. Planning Considerations- Compatibility with Comprehensive Plan
  - ii. Consistency with CZC Chapter 1435
- k. Research Methodology
- l. References
- m. 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](https://www.nps.gov/nr/publications/bulletins/nrb16a/nrb16a_III.htm#description)