

LANDMARK INSTRUCTIONS

CITY OF NORTH TONAWANDA
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NORTH TONAWANDA HISTORIC PRESERVATION COMMISSION

INSTRUCTIONS AND PROCEDURES FOR

NOMINATION FOR

DESIGNATION OF LANDMARK OR HISTORIC DISTRICT

(Pursuant to Chapter 51C of the City Code)

IMPORTANT NOTE: *The Commission is mindful that the application form is somewhat lengthy and detailed. Do not be discouraged! It is that way only to lessen the possibility that relevant information may be omitted. The Commission is aware that much of the information requested may be either non-applicable, unavailable or irrelevant. The Commission is willing to be flexible in this regard and does not wish to deter the public from submitting an application. Therefore, the applicant should feel free to leave blanks in the form where appropriate.*

1. Nomination Form. The applicant should complete and sign the nomination form and submit the original to:

North Tonawanda Historic Preservation Commission
c/o City Clerk
City of North Tonawanda
216 Payne Avenue
North Tonawanda, NY 14120

Be sure to make a copy of the nomination for yourself.

2. Additional Materials. To the extent applicable and available, the application should be accompanied by:
 - Photographs of the property (new and old, if available).
 - Scaled site plan or survey of the property, if applicable and available.
 - Legal description of the property (*i.e.*, from a deed), if available.

- Clippings from newspapers, books, magazines or other publications which relate to the property, if any, if available.
- Portions of historic surveys or reports which relate to the property, if any, if available.

The applicant's name should be noted on all materials submitted, which may not be returned. Photocopies are acceptable.

3. Public Hearing. Once the nomination form has been completed and the accompanying materials submitted, the nomination will be scheduled for a public hearing before the Commission as soon as practicable. The Commission meets monthly (first Tuesday) at 7 p.m. in the Common Council Chambers in City Hall at 216 Payne Avenue. The applicant (or the applicant's agent, if applicable) will be notified of the hearing date and should plan on appearing in person. The owner of the property (if different from the applicant) will also be notified by registered mail. Any other supporters of or opponents to the application may also be heard. The Commission may request additional information relating to the proposed designation. The Commission may adjourn the hearing pending receipt of such additional information, or for other reasons, in the Commission's discretion.

4. Criteria. Section 3 of the City Code, entitled "Designation of Landmarks and Historic Districts", states that a property may be designated as a landmark if it:

- i) Significantly contributes to or is directly related to the history and development of the City of North Tonawanda; or
- ii) Is identified with historic personages; or
- iii) Embodies the distinguishing characteristics of a design style; or
- iv) Is the work of a designer whose work has significantly influenced an age; or
- v) Because of a unique location, represents a significant segment of the City's history.

It also states that a group of properties may be designated as an historic district if it:

- i) Contains properties which meet one or more of the criteria for designation as a landmark; and
- ii) By reason of possessing such qualities, it constitutes a distinct section of the City.

5. Decision. As soon as practicable, the Commission will issue a written decision on the nomination. A copy of the decision will be mailed to the applicant (or the applicant's

agent, if applicable), as well as to the owner (if different from the applicant) and to any other persons who appeared on the record at the hearing (provided they furnished a mailing address for that purpose).

6. City Board Approval. If the Commission designates a property as a landmark or a group of properties as an historic district, as soon as practicable the Commission shall present such designation to the Common Council for approval.
7. Plaque and/or Certificate. If the owner of a designated landmark or historic district so wishes and requests, the Commission may present the owner with a plaque and/or certificate commemorating such designation, the form, content and design of which shall be specified by the Commission. The owner shall be responsible for prepayment of any expense associated therewith.