

ATTACHMENT B

Illinois Historic Preservation Agency Survey Requirements **SURVEY GRANT REQUIREMENTS**

NOTE: The Inventory Form to be used on all CLG Grant funded Survey projects shall be approved by the IHPA staff before commencing work.

Final Survey Report

One printed copy of the final survey report should be provided. The survey report is a separate document from the completion report, which should be completed by the project sponsor. Only one printed copy of inventory forms and original photographs is required for the Illinois Historic Preservation Agency. In addition to the printed copies, grantees are required to provide the survey report and completed inventory forms with scanned photographs in a searchable .pdf file on a CD or DVD. Two copies of the CD are required.

All final copies of survey reports and inventory forms should be unbound. No binding or binders are required. All survey reports shall contain the federal disclaimer statement toward the beginning of the report: "This program receives federal assistance..."

The Intensive Survey Report should include:

- An introduction explaining the nature of the survey and its extent. Also in this section the acreage and number of buildings surveyed should be included. A short description of previous surveys undertaken in the community by federal, state or local governments, or private agencies, organizations or individuals should be included.

- A complete description of the survey methodology, the relevant National Register evaluation criteria, local landmark criteria and integrity thresholds for designation should be included. It is understood that an intensive survey will not gather all of the descriptive, contextual, and ownership information on every historic property in the survey area. "Data gaps" are expected; a discussion of what information (i.e., chain of title, architectural plans, etc.) is missing from the current and any previous surveys and suggestions about future information gathering is required.

- A detailed description of the historic context of the survey area or theme, including a general history of the surveyed area, the larger community, or county (where applicable) should be part of this context. The context explains the important themes of history and physical patterns in the development of specific survey areas with a full description of the various characteristics that give the area its identity, including architectural styles, materials, building types, street patterns, topography and land use.

- A general map of the community indicating which area(s) of the community were surveyed.

- A more detailed map that records specific information on the location of individual

properties. This may be done by indicating the address for every resource on the map or by establishing the range of addresses by block on the map. It is acceptable to use multiple maps, if necessary.

- A tabulation of the results, including the number of properties investigated (including all properties forty-five years or older), and the exact number of buildings, structures and objects included in the data collection, including outbuildings or secondary buildings.

- The survey report should conclude with a recommendation section that evaluates the potential for individual or historic district National Register designation and local landmarks, and any other applications of the survey data. Also include general information on the present condition and future preservation of the resources, impacts/threats assessment, losses, needs assessment, and strategies/priorities for resource preservation.

- A bibliography of sources consulted.

- Completed inventory forms.

Photographic Requirements

Digital images (1600 X 1200 pixels at 300 pixels per inch or larger) attached or scanned onto the survey form in grayscale or color. Two inventory forms with photographs should be produced--one for the community and one for IHPA. Digital images should be saved in 8-bit (or larger) color format, which provides maximum detail when printed in black and white. Digital images should be clearly labeled and provided on a CD-R. One CD will be needed for the community and one for IHPA. If for some reason photographs are printed separately from the inventory forms, the photos shall be labeled so they can easily be matched with the inventory forms.

ATTACHMENT C

Sample Inventory Form

Belvidere Historic Resources Inventory: Courthouse Square Area

No. 1
Survey Date: 3/30/2014

Property Information

Address: 405 N State PIN: 05-26-281-004
 Building Names:
 Important Dates:
 Historic Function: Residence
 Current Function: Apartments
 Color Code Criteria: Yellow
 Outbuildings
 Number: 0 Any Significant:
 Architectural Style: Queen Anne
 Property Type: Residential
 Approximate Age: 1890-1899
 Condition: Fair
 Potential for Integrity?



Photo: 405_N_State_St_SURVEY_Photo.tif

Structure Information

Structure: Frame
 Foundation: Stone Concrete Not Visible
 Brick Parged
 Cladding: Clapboard Asphalt
 Siding Stucco
 Shake Stone
 Board-and-Batten Brick
 Aluminum/Vinyl Concrete Block
 Asbestos Metal

Additions

Type: Location:
 Historic Front Rear
 Non-Historic Side Roof

Porch

Type: Material:
 Enclosed Porte Cochere Stone Wood
 Stoop Wraparound Brick Concrete
 Veranda Multi-Story

Significance: Location:
 Historic Altered Front Rear
 Side Balcony

Doors

Leaf: Two-Leaf
 Material: Metal
 Significance: Arrangement: Type:
 Historic Sidelights Paneled
 Replacement Transom Paneled w/Lights
 Glazed

Windows

Type: Material: Significance:
 Double-Hung Steel Original Windows
 Sliding Wood Original Storms
 Casement Vinyl Replaced Windows
 Fixed Aluminum Replaced Storms

Roof

Type: Material: Dormers:
 Gable Mansard Asphalt Gable
 Hipped Shed Metal Hipped
 Jerkinhead Flat Slate Shed
 Gambrel Shake Jerkin
 Clay Tile

Chimney

Material: Brick Concrete Block Stone

Description

The Queen Anne, single family frame house is two-and-one-half stories with a steeply pitched hipped roof and cross-gabled massing. The first floor is raised on a foundation of coursed limestone, the exterior is clad in siding, and the brick chimney is centrally located on the hipped roof. The primary elevation, facing west, is asymmetrical with a gable-front section extending slightly forward of a two story hipped-roof section at the northwest corner. The cross gables face north and south, with a gabled rear wing to the east. At the west elevation there is a brick veranda with a simple wooden railing. Starting at the primary entrance, it wraps around to the south side entrance. Over the main entrance door at the northwest corner, two large, square, wood columns support a second floor deck and flat roof. The pair of unoriginal entrance doors have full height lites, and an unoriginal single leaf lighted and paneled door leads onto the deck above. Under the west gable is a centered window bay. Originally two stories tall, the first floor bay has been partially removed and infilled with a landscape window flanked by two double hung windows. Above, the second floor section of the original three-sided bay retains shaped windows heads...

NR ELIGIBILITY

Individual Eligibility
 District Eligibility:
 District Name:
 Belvidere Old Town District

Contributing:

Non-Contributing:

Events (NR-A)
 Persons (NR-B)
 Architecture (NR-C)
 Archaeology (NR-D)

LOCAL ELIGIBILITY

Individual Eligibility:
 District Eligibility:
 District Name:

Contributing:

Non-Contributing:

Events 2
 Persons 3
 Architecture 4, 5, 6, 8
 Archaeology
 Other 1, 7, 9, 10, 11

Sample Inventory Form
Page 2

**Belvidere Historic Resources Inventory:
Courthouse Square Area**

No. 1
Survey Date: 3/30/2014

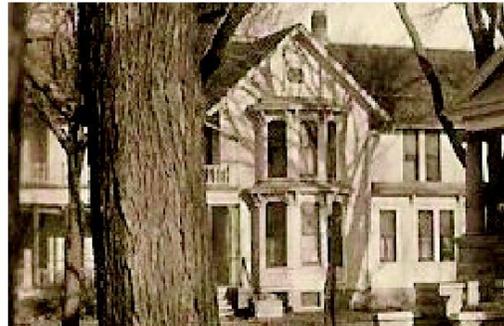
Continuation Sheet

Address: 405 N State
Building Names:
Important Dates:

Description, Continued:

...decorative cornice brackets, and a short, flared mansard roof. At the south elevation is a side entrance door and porch with a shed roof and simple turned, tapered columns. The south elevation gable end also has a centered window bay; the intact two story bay is wider at the first floor than the second floor and retains a limestone foundation, paneled spandrels, shaped window heads, decorative cornice brackets and short, flared mansard roofs. At the rear wing's south elevation, the first floor extends out from the main body, topped with a short, flared mansard roof. The north gable end elevation is similar to the south, but with only a first floor window bay. The rear wing has asymmetrical window placement and an open, two story wooden deck and stairs have been built at the east elevation. The original window openings are single, tall, narrow 1/1 windows with rectangular sash. Small rectangular 1-lite basement windows pierce the foundation; all original windows have been replaced. Historic photographs show small round attic windows in the gable ends, all of which have been covered. Built during a transitional period, the detailing ie: brackets, window framing, etc., show a mix of influences from the Italianate Style along with Queen Anne massing.

Historic Photo:



405 N. State South Facade Unknown Date.jpg

Historic Narrative:

ATTACHMENT D

36 CFR Part 61, Professional Qualification Standards

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History. Minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or

Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology. Minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management.

At least four months of supervised field and analytic experience in general North American archeology; and

Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural history. Minimum professional qualifications in architectural history are graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in the above specialties or closely related field plus one of the following:

At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or

Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture. Minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a state license to practice architecture.

Historic Architecture. Minimum professional qualifications in historic architecture are a professional degree in architecture or State license to practice architecture, plus one of the following:

At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or

At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specification for preservation projects.

ATTACHMENT E

Belvidere Landmark/Historic District Designation Regulations From the Belvidere Municipal Code

ARTICLE III. - LANDMARK AND HISTORIC DISTRICTS DESIGNATION

Sec. 58-61. - Criteria.

Sec. 58-62. - Procedures.

Sec. 58-61. - Criteria.

In order to designate any area or property as either a landmark or a historic district, the commission and the city council shall make express findings that the area or property in question meets one or more of the following criteria and has integrity of design:

- (1) It has character, interest or value as part of the development, heritage or cultural characteristics of the City of Belvidere, County of Boone, State of Illinois, or United States of America (hereinafter, in this chapter, respectively, city, county, state or nation);
- (2) It was the location of a significant local, county, state or national event;
- (3) It is identified with a person or persons who significantly contributed to the development of the city, county, state or nation;
- (4) It embodies distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction or use of indigenous materials;
- (5) It is identified as the work of a master designer, architect or landscape architect whose individual work has influenced the development of the city, county, state or nation;
- (6) It is one of the few remaining examples of a particular architectural style or use, or is an example which clearly represents a major architectural style and has undergone little or no alteration since its construction;
- (7) It is one of a contiguous grouping of properties having a sense of cohesiveness expressed through a similarity of characteristic of style, period or method of construction;
- (8) It embodies elements of design, detailing, materials or craftsmanship that make it structurally or architecturally significant or innovative;
- (9) It has a unique location or singular physical characteristics that make it an established or familiar visual feature;
- (10) It is associated with an antiquated use due to technological or social change, including but not limited to blacksmith shops, covered bridges and hitching posts; or it has 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;
- (11) It is a monument to or a cemetery of historic personages.

Sec. 58-62. - Procedures.

(a) *Application for designation.*

- (1) Any person, group of persons, corporation or association, including but not limited to the commission may apply to the city historic preservation commission for the designation of a landmark or historic district. The application for such shall be filed with the planning department on forms provided. The planning department shall forward all completed application forms to the commission.
- (2) Applications for designation of historic districts shall contain the names of no less than 51 percent of the property owners of the proposed district as signatories to the application.

- (b) *Recommendation of planning department.* After receipt of a completed application form seeking the designation of a property or area as a landmark or historic district, the planning department shall prepare a written opinion as to the effect of the proposed designation on the surrounding neighborhood, the relationship of the proposal to the official comprehensive plan of the city, and any other planning considerations relevant to the proposal. The written opinion shall also include a recommendation as to whether the proposal should be approved, approved with modifications or rejected. No action may be taken by the commission on such proposal until it has received the written opinion of the planning department as required.
- (c) *Landmark or historic district designation public hearing.*
 - (1) The commission shall schedule a public hearing on the proposed landmark or historic district designation following the receipt by the commission of the written opinion of the planning department (regarding such designation). Notice of the date, time, place and purpose of the public hearing shall be sent by mail to the owners of the property proposed for designation. The notice to owners must be given not less than 15 days nor more than 30 days prior to the hearing and notice shall be considered given on the date of mailing. Notice of said hearing shall also be published in a newspaper having general circulation in the city, said notice to be published not less than 15 days nor more than 30 days prior to the hearing. Notice shall state the street address and the legal description of a proposed landmark or the boundaries of a proposed historic district with a brief summary of how the proposed landmark or historic district meets the criteria in section 58-61 of this chapter.
 - (2) Testimony and other evidence concerning the compliance of the proposed landmark or historic district with the criteria required for the designation (section 58-61) shall be taken at the public hearing from any person wishing to be heard. The owner of any proposed landmark or of any property within a proposed historic district shall be allowed a reasonable opportunity to present evidence regarding the criteria, to respond to evidence or testimony given by others and shall have the right of representation by counsel. The rules of evidence normally applicable in a judicial hearing shall not apply in any hearing held by the commission. The hearing shall be closed upon the completion of testimony and the submission of all other evidence. If the commission finds that at the time the application merits further consideration, the commission may table the request until its next regularly scheduled meeting.
- (d) *Decision of the preservation commission.* Within 45 days following the close of the public hearing, the commission shall make a determination upon the evidence whether the proposed landmark or historic district meets the criteria required for the designation according to Section 58-61 of this chapter. Such determination shall be in the form of a written recommendation of the commission which shall be forwarded to the city clerk and scheduled for city council review.
- (e) *Landmark or historic district designation by the city council.*
 - (1) After receiving the written recommendation from the city clerk, the city council may designate by ordinance properties or areas as a landmark or a historic district. Notice of the date, time and place of the meeting at which the city council shall consider the designation of the area or property as a landmark or historic district shall be sent by mail to the landmark or historic district property owners prior to the meeting. The city council may accept in whole or in part the findings and determinations of the commission and designate some or all areas or properties as historic districts or landmarks. Ordinances designating a property or an area a landmark or historic district shall contain findings that the property or area meets the criteria required for designation (section 58-61 of this chapter).
 - (2) A copy of the ordinance designating any area or property a landmark or historic district shall be forwarded to the planning department, building department and to the owners of

all designated property; a copy shall also be recorded with the county recorder of deeds. No ordinance designating any area or property a landmark or historic district shall be effective until recorded with the recorder of deeds, but no ordinance shall be found invalid for failure to mail a copy to the owner or owners of the affected property or areas.

- (3) An area or property proposed for designation as a landmark or historic district which is not approved by the city council may not be considered for designation by the commission for one year after refusal by the city council, except upon motion by the city council.
 - (4) Buildings designated as landmarks and area designated historic districts shall be subject to issuance of certificates of appropriateness according to article IV of this chapter.
- (f) *Interim control.* No building or demolition permit shall be issued by the building department for any property or area proposed for designation as a landmark or historic district from the date of the filing with the planning department of the written opinion, as required by this section, until the final disposition by the city council (except in emergency situations where the public health or welfare is endangered). The prohibition shall only extend to those properties or areas which the planning department recommends for approval in the opinion. In no event shall the prohibition extend for more than four months.
- (g) *Rescission of designation as landmark or historic district.* Designation as a landmark or historic district may be rescinded by ordinance of the city council after application to the commission and compliance with the same procedures set forth herein for designation, where applicable.

