

EVANSTON PRESERVATION COMMISSION
CERTIFICATE OF SPECIAL MERIT APPLICATION

PART ONE

1. *Street* address of subject property: _____
2. Parcel's Identification Number (lot of record): _____
3. Applicant/Property Owner's name(s): _____
Mailing Address: Number _____ Street Name _____
City _____ Zip Code: _____
Phone Number: _____ Email: _____
4. Applicant's interest in subject property (owner, contract purchaser, etc.) if any:

5. If you are other than Owner of Record, you must also submit an affidavit setting forth the name(s) and address of the owner(s) of record, based either on your personal knowledge or based on records specified in the affidavit.
6. Is the subject property an Evanston Landmark? Yes , No
7. Is the property in a Historic District? Yes , No Suburban Apartment Building
8. If Yes: National Register District Local District
Lakeshore Ridge Northeast Evanston
Oakton WCTU
9. Legal description of the subject property:

10. Submit a copy of any letters denying the request or proposal from which you wish to file for a certificate of special merit

PART TWO

This section follows the provisions contained in City Code, Title 2, Chapter 8, Section 2-8-11 (A), (B), (C), (D), (E), (F), (G), (H), (I), (J), and (K)

(A) Application. Any applicant, following a final decision of the Commission or the Council or its duly authorized committee denying a certificate of appropriateness, may, within thirty (30) days of the denial, make application for a certificate of special merit on a form prepared by the Commission and submitted to the Commission. Application forms shall be available from the Commission.

(B) Council Determination. A project shall not receive a certificate of special merit unless the Council determines that:

PROVIDE ANSWERS IN WRITING TO THE FOLLOWING:

1. The project is consistent with the Comprehensive Plan of the City; and
2. The project is necessary and in the public interest and will provide public and civic benefits, including but not limited to social or other benefits that are significant to the community and particularly desirable at the location proposed. Such benefits that further the general welfare of the residents of the City must substantially outweigh the loss of or the effect upon the affected landmark or property, structure, site or object in a district. Such benefits shall not consist solely of monetary or economic benefits to the City or other parties arising from economic development, property taxes, or other financial returns.

(C) Standard to be Applied. A certificate of special merit shall be approved only on a showing by the applicant that:

PROVIDE ANSWERS IN WRITING TO THE FOLLOWING:

1. There is no feasible and prudent alternative site for the proposed project; and
2. Use of the existing landmark or area, property, structure, site or object located in a district for the special merit use is not financially and physically feasible; and
3. The proposed project includes all possible planning to minimize harm to the existing landmark or area, property, structure, size or object in a district resulting from such special merit use.

PROCESS:

(D) Public Hearing. Submission of Application for Certificate of Special Merit: Within thirty-five (35) business days of submission of an application for certificate of special merit the Commission shall transmit the application to the Council or its duly authorized committee.

(E) The Council or its duly authorized committee shall hold a public hearing on the application for certificate of special merit within thirty-five (35) days following receipt of the completed application form in accordance with the pertinent Section of its rules and procedures.

1. Notice of the time and place of the public hearing shall also state the general nature of the question involved and shall be given not less than five (5) business days prior to the date of such hearing by the following methods:
 - (a) By mailing of notification to the applicant and the owner of record of the landmark or property, structure, site or object in a district; and
 - (b) By mailing of notification to the owners of record of all property within two hundred fifty (250) feet of the landmark or properties, structure, site or object in a district; and
 - (c) By mailing of notification to every association of residents or owners who have registered an association name with the Commission for this purpose; and
 - (d) By publication in a newspaper of City-wide circulation.

It shall be the responsibility of the applicant to provide to the Commission, by affidavit, the names and addresses of all owners of record pursuant to Subsection 2-8-11(E)1(b) of this Chapter.

- (F) Findings. The Commission shall present written findings at the public hearing addressing the significance of the landmark or area, property, structure, site or object in a district affected by the proposed structure, and the standards for issuance of a certificate of special merit included in Subsections 2-8-11(B) and (C).
- (G) Council Action. Within ninety (90) days of the close of the public hearing the Council may approve or deny the application of certificate of special merit. If the certificate of special merit is not acted upon by Council within ninety (90) days of the close of the public hearing, the application for certificate of special merit shall be deemed denied.
- (H) Approval of Certificate of Special Merit. Council shall transmit a copy of the ordinance approving a certificate of special merit to the Commission within fifteen (15) business days following the enactment of the ordinance. The Commission shall issue a certificate of appropriateness within thirty-five (35) business days after the applicant:
 REQUIRED MATERIAL:
 1. Provides the Commission with appropriate documentation completed by a preservation professional of any landmark or property, structure or object in a district that is proposed for demolition, and
 2. Completes the review process for construction, under Subsection 2-8-9(B) of this Chapter, with the Commission for the proposed project, or submits to the Commission evidence that the site of the landmark or property, structure, or object in a district is subject to new development as part of a development plan.
- (I) Validity. The certificate of special merit shall be valid for a period of one hundred eighty (180) days from issuance by the Council. Certificates of special merit shall not be transferable, without the consent of Council, from the applicant to another subsequent owner of the same property.
- (J) Demolition of Landmark. Notwithstanding approval of a certificate of special merit, except as otherwise expressly provided in another provision of this Chapter, no permit for demolition of a landmark or a property, structure or object in a district shall issue except for projects that are part of a development plan, or simultaneous to the issuance of a building permit for the replacement property, structure or object.
- (K) Denial of Certificate of Special Merit. Denial or grant by the Council of a certificate of special merit is considered a final decision and may be appealed to the Circuit Court of Cook County.

(Ord. No. [29-O-18](#), § 1, 5-14-2018)

I (We) certify that all of the above statements are true to the best of my (our) knowledge and belief. **(If there are joint applicants, all must sign the application)**

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| Name of Applicant(print) | Signature | Date |
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| Name of Applicant (print) | Signature | Date |
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| Name of Applicant (print) | Signature | Date |
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IMPORTANT REMINDER: Any applicant, following a final decision of the Commission or the Council or its duly authorized committee denying a certificate of appropriateness, may, within thirty (30) days of the denial, submit an application for a certificate of special merit. Submit the completed application to *the Community Development Department, Planning and Zoning Division, 2100 Ridge Avenue, Evanston, IL 60201, (847) 448-8675; Attn: Scott Mangum, Planning and Zoning Manager or email to: smangum@cityofevanston.org*