

## PROCEDURE FOR CITIZEN INITIATED HISTORIC DISTRICT

1. Submit the following to the Zoning & Subdivision Services Division of the Planning and Development Department, 1st floor, Busch Municipal Building, 840 Boonville, Springfield:
  - A. “Nominating Petition For Historic District” (see attached) signed by the owners of at least thirty (30) percent of the total land area of the proposed Historic District.
  - B. Sufficient information to show that the proposed Historic District meets the “Criteria For Selection Of A Historic Site, Historic Landmark, Interior Landmark or Historic District” (see attached).
  - C. A list, certified by a recognized abstractor (abstract or title company or attorney at law), with the names and addresses of all the property owners within the proposed Historic District and within 185 feet of the proposed Historic District.
  - D. Three stamped, not metered, addressed legal size envelopes for each name on the above list. Please do not put a return address on the envelopes.
  - E. A property description for the property to be included in the proposed Historic District. This property description may be a metes and bounds description of the boundary of the proposed Historic District.
  - F. The name, address and phone number of a contact person who will receive the bill for the advertising.
  - G. The application fee of \$1,000.00. If paying by check, please make the check payable to the City of Springfield.
2. The proposed Historic District will be placed on the first available agenda for the Landmarks Board. All the property owners within the district and within 185 feet will be notified of the date and time of the Landmarks Board meeting.
3. If the Landmarks Board approves the request it will automatically be sent to the next available City Council meeting. If the Landmarks Board denies the request, the property owners may appeal to City Council. City Council will pass a resolution declaring the intent to designate the area a Historic District and initiating a rezoning case. The rezoning case will be forwarded to the next available Planning and Zoning Commission meeting.
4. No building permit or demolition permit will be issued for any structure within the proposed

Historic District from the date the intent to designate is passed by City Council until the final disposition of the nomination by City Council (see 6 below).

5. The Planning and Zoning Commission will hold a public hearing to consider the rezoning case to adopt the Historic District overlay zoning. The property owners within the proposed district and within 185 feet of the district will be notified of the time and date of the public hearing. If the Planning and Zoning Commission recommends approval, the rezoning case will be placed on the next available City Council meeting. If the Planning and Zoning Commission recommends denial, the property owners may appeal to City Council.
6. The City Council will hold a public hearing to consider the rezoning case to adopt the Historic District overlay zoning. The property owners within the proposed district and within 185 feet of the district will be notified of the time and date of the public hearing. The Council will vote on the rezoning request two weeks after the public hearing. If the Council approves the rezoning request, the Historic District will be in effect from the date of passage and the district will be noted on the official zoning map of the City.
7. The City will notify all the property owners within the Historic District by registered letter of the City Council action. The City will also file a notarized certificate of notification verifying the Historic District designation with the Greene County Recorder of Deeds to provide proper chain of title notice of such designation.
8. Designation of an area as a Historic District is intended to be an overlay zoning district and the regulations imposed by such district shall be in addition to the regulations of the underlying zoning district applicable to the property (see attached regulations).