

Village of River Forest  
**Landmark Designation Procedure**



**HISTORIC  
 PRESERVATION  
 COMMISSION**

**Property owner files  
 Nomination Form**

*Village staff reviews Nomination Form for completeness*

**Determination that  
 Nomination Form is  
 complete**

- Requirements:
1. Name, address, telephone number & email of property owner;
  2. Legal description and street address of property;
  3. Written statement describing grounds for landmark status
  4. Written evidence that applicant is current owner of property;
  5. Site plan, photographs, front, side & rear elevations; and
  6. Such other relevant information as requested.

*Publication in local newspaper and notice to all owners within 250 ft. of subject property*

**Notice of Public Hearing**

*To be held within 60 days following submission of complete Nomination Form*

**Public Hearing**

*To be issued within 30 days following close of public hearing*

**Commission Determination**

**Approval**

**Denial**

1. Memorandum of Landmark status to be recorded; and
2. Rider giving notice of Landmark status to be included in all subsequent sales contracts.

Applicant may request reconsideration within 30 days after determination only with substantial new evidence.

Applicant may appeal determination to Village Board within 30 days after service of determination on proper owner. Decisions of Village Board shall be final.