



Village of River Forest  
400 Park Avenue  
River Forest, IL 60305  
(708) 366-8500  
www.river-forest.us

## GUIDE TO COMPLETING THE LANDMARK NOMINATION FORM

### PROPERTY INFORMATION

**ADDRESS:** Name and number of the street where property is located. If the property or object being nominated is located within a public space, such as a park, provide the common name of the space and the vicinity in which the object is located.

**LEGAL DESCRIPTION:** Legal description (available on the plat of survey, obtained when the title property is transferred) or the PIN (Permanent R.E. Index Number) available from the Township Assessor's Office and the tax bill.

**HISTORIC/ COMMON NAME:** Specify if property is commonly known by a name other than the address.

### PROPERTY OWNER INFORMATION

**NAME OF OWNER:** Names of all legal owners of the property. This information is used to notify owners of the nomination for Local Landmark designation of the property, and the subsequent decision of the Commission.

**ADDRESS OF OWNER:** Addresses of all legal owners of the property.

**TELEPHONE NUMBER AND EMAIL ADDRESS OF OWNER:**

Telephone numbers and email addresses (if available) of all legal owners of the property.

**FORM PREPARED BY:** The individual (must be the owner of the property) that is responsible for the information contained in the nomination and that may be contacted if a question arises about the submittal or if additional information is needed.

### SIGNIFICANCE OF PROPERTY

**CRITERIA FOR LOCAL LANDMARK DESIGNATION:** In order to designate a River Forest Landmark, a property must be proven to possess architectural or historic significance and integrity. The significance of a property is based on compliance with one or more of the Historic Preservation Ordinance Criteria outlined on the nomination form. Indicate by checking all Architectural and Historic Significance Criteria contributing to the nomination for Local Landmark Designation.

### CONSTRUCTION INFORMATION

**NAME OF ARCHITECT:** Enter the full name of the person(s) responsible in the design of the property, if known. This includes architects, artists, craftsmen, designers, engineers, and landscape architects. For more than one architect, place the name of the one most important to the property first. Enter the name of the architectural firm only if the name(s) of the specific person(s) responsible for the design is unknown.

**DATE OF ORIGINAL CONSTRUCTION:** Date of original construction of main structure, if known.

**NAME OF BUILDER:** Name of builder or firm responsible for the construction of the property, if known.

**NAME OF THE ORIGINAL OWNER:** Name of the person or persons who commissioned the building of the property and/or the first resident of the property.

### NARRATIVE STATEMENT OF SIGNIFICANCE

**NARRATIVE STATEMENT OF SIGNIFICANCE:** Explain how the property meets River Forest criteria in a narrative statement of significance. For each of the criteria cited, provide a paragraph or more, explaining how the property qualifies for Local Landmark designation. Give as much detail as possible on the history of the property, the significance of persons associated with the property, and how the property relates to the development of River Forest.

**IS THIS STRUCTURE ALREADY RECOGNIZED ON ANY LIST OF NATIONALLY OR LOCALLY RECOGNIZED LIST OF SIGNIFICANT PROPERTIES?** Check any of the three categories that apply to the property.

### ARCHITECTURAL STYLE & DESCRIPTION OF THE STRUCTURE

**ARCHITECTURAL STYLE:** Identify the style or stylistic influence that best describes the property. For properties other than structures, such as parks or monuments, enter "no style," if applicable.

**FOUNDATION:** Identify materials used in the exposed portion of the foundation wall which is visible above ground at the base of the structure.

**WALLS:** Identify materials used for all exterior wall surfaces as well as materials used for alterations, additions and porches.

**WINDOWS:** Describe the style and materials of permanent windows and storm windows.

**ROOF:** Describe the roofing material.

**SIGNICANT DECORATIVE ELEMENTS:** Identify the principal materials for contributing secondary parts of the exterior, such as chimneys, porches, lintel, cornices, and decorative elements which were not included in the above categories.

**OTHER:** Specify any other architecturally significant details not previously indicated.

### NARRATIVE DESCRIPTION OF INTEGRITY

Provide, in as much detail as possible, the integrity of the original construction and describe the significance of any alterations that have been made since the original construction.

### DOCUMENTATION & BIBLIOGRAPHICAL REFERENCES

**DOCUMENTATION OF PHYSICAL APPEARANCE AND OWNERSHIP:** Provide a copy of a Plat of Survey which accurately reflects the property site plan, photos of all exterior property elevations, and certification of ownership.

**BIBLIOGRAPHICAL SOURCES:** Provide copies of primary and secondary sources used in documenting and evaluating the property, such as books, journals, newspapers and magazine articles, blue prints, real estate listings, phone book listings, historic photographs, building permits, census data, etc.

Completed Nomination Forms should be returned to:

Village of River Forest  
Attn: Village Administrator  
400 Park Avenue  
River Forest, Illinois 60305