



MUST BE FILED IN PLANNING & HOUSING  
OFFICE BY 9:00 A.M. ON \_\_\_\_\_  
HEARING DATE: \_\_\_\_\_  
Effective Date: August 10, 2020

# Historic District

## *Application Packet*

1. **Application Packet.** *Be sure to complete and submit **all the required materials** that are part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.*

The “Application Packet” for a *Historic District* includes the following:

- Application Form (*This form must be completed for all applications.*);
- Checklist (*Use this checklist to assure that you have included all of the required information with your application materials*); and,

2. **The Process.**

- Designation of a local *Historic District* shall be ***proposed by an owner or owners of property within the area for which designation is requested.***
- A ***Pre-application meeting*** with planning staff to discuss the process and regulations is recommended.
- ***File the application and associated materials with the Planning and Housing Department. The deadline to file this application can be found on the City’s web site at <http://www.cityofames.org> by following the “Boards and Commissions Work Schedule” link on the Department of Planning and Housing home page or by calling 515-239-5400.***
- The Department of Planning and Housing ***prepares a report for the Historic Preservation Commission*** analyzing the request for designation of a local *Historic District*.
- The ***Historic Preservation Commission conducts a public hearing*** and files its recommendations with the *City Council* approving, approving with modifications, or denying the request for designation of a local *Historic District*. The *Commission* has the option of referring the proposal back to the applicant and/or City staff for further information.

The Planning and Housing Department ***notifies, by certified mail, all property owners of a proposed local Historic District*** a minimum of 20 days prior to the public hearing to be held by the *Historic Preservation Commission*.

***Notice shall be given not more than 20 days or less than four (4) days prior to the public hearing***, pursuant to Section 362.3 of the Code of Iowa.

- The **City Council forwards the proposed Historic District designation to the State Historical Society of Iowa** for review and recommendation.
- The Department of Planning and Housing **prepares a report for the City Council** that includes the recommendations of the *Historic Preservation Commission* and the *State Historical Society of Iowa* and an analysis of the request for designation of the local *Historic District*.
- Designation of a local *Historic District* **requires enactment of an ordinance to amend the official Zoning Map of the City**. Prior to consideration by the *City Council*, **notice** of a Zoning Map change shall be made by mail, publication, and posting, and **at least seven (7) days notice must be given**. In no case shall the public hearing be held earlier than the next regularly-scheduled *City Council* meeting following the notice.
- The **City Council conducts a public hearing on the request to designate the subject property as a local Historic District**. In order for the designation to be approved, the *Council* must approve the historic landmark designation at three (3) separate readings. The first reading may be held at the same time as the public hearing. The second and third readings are held at subsequent *City Council* meetings.
- The **City Council may impose reasonable conditions** on Zoning Map amendments in accordance with Section 414.5 of the Iowa Code.

3. **How long will the process take?**

- Processing of an application requesting designation of a local historic landmark will take **a minimum of three (3) months**. It may take longer depending on the schedule of meetings and the time period necessary for the *Historic Preservation Commission*, *State Historical Society of Iowa*, the *City Council*, and City staff to complete their review of the proposal.

4. **Commission and Council Meetings**. The *Historic Preservation Commission* regularly meets on the **second Monday of the month** at 7:00 p.m. in the City Council Chambers. The *City Council* generally meets on the **second and fourth Tuesdays of the month** at 7:00 p.m. in the City Council Chambers.

5. **Filing Deadline**. The deadline to file an application for designation of a local *Historic District* can be found on the City's web site at <http://www.cityofames.org> by following the "Boards and Commissions Work Schedule" link on the Department of Planning and Housing home page or by calling 515-239-5400. All required information and materials must be filed with the:

Department of Planning and Housing  
Room 214, City Hall  
515 Clark Avenue  
Ames, Iowa 50010

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,  
PLEASE CONTACT THE DEPARTMENT OF PLANNING AND HOUSING.**

Phone: 515-239-5400/FAX: 515-239-5404/Email: [planning@cityofames.org](mailto:planning@cityofames.org)

# Historic District Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Location** for this request to designate a local *Historic District*:

\_\_\_\_\_

2. **Existing and Proposed Use of the Property:**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. **Property Owner:**\_\_\_\_\_

Business:\_\_\_\_\_

Address:\_\_\_\_\_

(Street)

(City)

(State)

(Zip)

Telephone:\_\_\_\_\_

(Home)

(Business)

(Fax)

4. **Applicant:**\_\_\_\_\_

Business:\_\_\_\_\_

Address:\_\_\_\_\_

(Street)

(City)

(State)

(Zip)

Telephone:\_\_\_\_\_

(Home)

(Business)

(Fax)

5. **Contact Person:**\_\_\_\_\_

Business:\_\_\_\_\_

Address:\_\_\_\_\_

(Street)

(City)

(State)

(Zip)

Telephone:\_\_\_\_\_

(Home)

(Business)

(Fax)

E-mail address: \_\_\_\_\_

Obtaining approval of this request for designation of a local *Historic District* does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, IDOT access permits, et cetera.

*I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ames and have submitted all the required information.*

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Print Name

*(Note: No other signature may be substituted for the Property Owner’s Signature.)*

# Historic District

## *Checklist*

(This form must be filled out completely and the required information must be attached to this form before your application will be accepted.)

***The following information is required as part of the submittal of a request for designation of a local Historic District. Please attach your answers to each item.***

- ☐ A ***map*** showing the Assessor's plat of the area, boundary and boundary description, legal description, and the size of the area proposed for designation in acres or square feet;
- ☐ ***Photographs*** and other descriptive material;
- ☐ ***List of all property owners*** and their addresses;
- ☐ A ***narrative*** providing information concerning at least one of the following:
  - ☐ Its ***association with events*** that have a significant contribution to the broad patterns of community history; or
  - ☐ Its ***association with the lives of persons*** significant in the community history; or
  - ☐ Its ***embodying of the distinctive characteristics*** of a type, period, method of new construction, etc.
- ☐ A ***narrative*** providing information about events or persons that may have a ***significant relationship to the area and its past***;
- ☐ Provide documentation that indicates the structures in the proposed district are a minimum of 50 years old.
- ☐ Provide documentation, which indicates that 66% of the structures in the area are contributing and/or compatible.
- ☐ ***Design criteria*** proposed as an aid to decisions on Certificates of Appropriateness required by Section 31.10 of the Municipal Code.