

Office Use Only	
Application # _____	Date _____
Notification _____	Planner _____
OHPS Approval _____	Date _____
CC Resolution # _____	Date _____

City of Olathe Historic Landmark Application

This form and requested supplemental documentation is for use in applying to the City of Olathe for designation of a property as an Olathe Historic landmark. Designation as a historic landmark is primarily an indication that the property holds importance in Olathe's history and contributes to Olathe's sense of place. Nominations are based upon the significance the property holds to the history of the area or national events, architectural style, degree of craftsmanship, or contribution to archeology. Regulations to protect the character of the property do exist after the property is designated as a local landmark. Please consult the Development Services Department for information regarding necessary regulatory reviews.

Please read the instructions for completing the form prior to filling out the form. If any item does not apply to the property being documented, enter "N/A "or "not applicable."

Date _____

Location of Proposed Landmark:

Address _____
 Legal Description of Property _____

Nomination Made By:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Owner | <input type="checkbox"/> Historic Preservation Board |
| <input type="checkbox"/> City Council | <input type="checkbox"/> Other |

Name _____
 Address _____
 Phone _____ Email _____
 Relationship to Owner _____

Property Owner Information

Name _____
 Address _____
 Phone _____ Email _____
 Relationship to Owner _____

See additional instructions for document submittal on page 2 of this application

Historic Landmark Application – Supplemental Documents

In addition to the information provided on the front page of this application, the following documentation must be submitted with this nomination form. Incomplete submittals will not be considered.

1. Completion of the **Architectural Survey Form** found on page 3 of this application.
2. Completion of the **Historic Landmark Agreement** on page 4 of this application.
3. Attach a written **Statement of Significance** indicating why the property is considered historic. Statements will range in length but should be thorough in documenting how the property meets designation criteria. The "Guide to Completing the City of Olathe Historic Landmark Application" outlines how to complete the Statement of Significance. Additionally, please check the criteria under which you are nominating this landmark. At least one must be marked, although multiple criteria are encouraged and supporting historic documents must be provided within the Statement of Significance.
 - Is associated with events that have made a significant contribution to the broad pattern of history of the City, county, state or nation
 - Is associated with a significant person or group of persons in the history of the City, county, state or nation
 - Embodies distinctive characteristics of a type, period, or method of construction; represents the work of a master builder/architect; possesses high artistic values; or represents a distinguishable entity whose components may lack individual distinction
 - Yields or is likely to yield information important in prehistory or history
 - Possess integrity of location, design, setting, materials and workmanship
4. **Bibliography** and supporting documents of resources used in writing the Statement of Significance.
5. **Photographs** of the landmark, including a front, side, and rear elevation.
6. **Site Plan** showing the location of the landmark, including a north arrow, adjacent streets and property lines.

**Completed forms should be submitted to the attention of:
Development Services Department
Olathe City Hall, 100 E Santa Fe
Olathe, KS, 66061**

Questions regarding this application or application procedures should be made to the Development Services Department at 913-971-8750.

Historic Landmark Application – Architectural Survey

1. PROPERTY INFORMATION

Street Address _____
Municipality, Zip Code _____
Historic Name _____
Common Name _____
Legal Description _____

2. FUNCTION

Property Use:

Residential
Type _____
Commercial
Type _____
Institutional
Type _____
Educational
Type _____
Industrial
Type _____
Site
Type _____
Other
Type _____

3. ARCHITECTURAL INFORMATION

Style/Form _____

Period of Significance: _____

Construction Date _____

Date of Major Alterations: _____

Builder/Architect _____

Stories 1 1.5 2
 2.5 3 3.5

Plan Rectangular/massed
 L-Plan
 U-Plan
 Irregular Plan
 Other

Historic Landmark Application – Architectural Survey Continued

4. EXTERIOR MATERIALS

Foundation _____

Structural _____

Walls _____

Roof _____

Windows _____

Doors _____

Other _____

Roof Type Gabled Flat

Hipped

Window Type Double-Hung Fixed

Casement

Porch Yes No

Additional Narrative & Distinguishing Architectural Details _____

E. SITE DESCRIPTION

Status Occupied Unoccupied

Integrity Unaltered Altered

Moved Original Site

Condition Excellent Deteriorated

Good Ruins

Fair

Ownership Private Public

Rental Other

Historic Register National State

Local None

F. SURVEY INFORMATION

Completed By _____

Date _____

Historic Landmark Agreement

Property Address: _____, Olathe, KS 66061

Property Legal Description: _____

The undersigned owner(s) hereby agrees that the property above described should be considered for local historic landmark designation, pursuant to the Olathe Historic Preservation Ordinance, Ordinance No.XX-XX, as codified in Chapter 2.84 of the Olathe Municipal Code, as may be amended from time to time (the "Ordinance").

I understand that upon designation, I or my successors in ownership of the property will be required to submit to the review process of the Olathe Historic Preservation Board of the City of Olathe as set forth in the Ordinance prior to the occurrence of any of the following:

1. Reconstruction, remodeling, or alteration of the exterior of the improvements on the property, or;
2. Construction of, addition to, or demolition of exterior improvements on the property.

I further understand that I or my successors in ownership will be required to submit to the review process of the Historic Preservation Commission of the City of Olathe as set forth in the Ordinance if a building, grading, or parking permit or the property is requested for any one of the following:

1. Alteration or reconstruction of or an addition to the exterior of any improvement which constitutes all or part of a landmark structure or landmark district;
2. Demolition or relocation of any improvement which constitutes all or part of a landmark structure or landmark district; or
3. Construction or erection of or an addition to any improvement upon any land included in a landmark district.

I understand that as part of any such review process, the Olathe Historic Preservation Board shall be required to follow its review guidelines as set forth in the Ordinance. I also understand that any historic landmark designation for the property transfers with the title of the property should the property be sold.

Dated this ___ day of _____ 20 __ _

Signature of Owner

Printed Name

Subscribed and sworn to before me this ___ day of _____, 20 __ .

Notary Public

My Commission Expires

Historic Landmark – Designation Process

- 1) Application submitted by property owner, the Historic Preservation Board, the City Council, or an agent of the property owner.
- 2) Application processed by Staff for Historic Preservation Board meeting:
 - Review of application and preparation of staff memo to the Historic Preservation Board
 - Obtain Property Owner permission (if applicable)
 - Publish meeting
- 3) Historic Preservation Board holds meeting and makes recommendation
- 4) Application Processed by Staff for Planning Commission Public Hearing:
 - Review of Historic Preservation Board recommendation and preparation of staff report
 - Meet legal notification process
 - Post property with notice
 - Publish for Planning Commission Meeting
 - Applicant sends certified mail to owner of property in question as well as all property owners within 200 feet of the proposed landmark
- 5) Planning Commission holds public hearing and makes recommendation
- 6) Recommendation is taken to Governing Body for determination
- 7) Final recordation of documents with Johnson County Records and Tax Administration

Olathe Historic Landmark Designation Procedure

1. Nomination form submitted to development services.
 - a. Supplemental documentation
2. Publication of historic preservation board meeting.
3. OHPB meets on nomination.
4. OHPB vote on recommendation within 15 days after board meeting.
5. Application to neighborhood planning services
 - a. Board recommendation
 - b. Legal description
 - c. Landmark nomination forms and supplemental documents
 - d. List of property owner (s) of record
6. Public hearing scheduled – property owners within 200 feet notified by applicant.
7. Application taken to planning commission for public hearing and recommendations.
8. Planning commission makes a recommendation to governing body.
9. Recommendation to governing body for decision making.
10. If approved, neighborhood planning services adds landmarks to website.

Guide to Completing the City of Olathe Historic Landmark Application – Architectural Survey

The following step-by-step directions have been drafted for use with the "*City of Olathe Historic Landmark Architectural Survey Form*" (page 3 of the application). This form has been based on the more extensive National Register Bulletin 16A "*How to Complete the National Registration Form.*" If you wish to read the many helpful examples provided in Bulletin 16A as a means to completing your Olathe Historic Landmark Nomination, a copy of the publication is available on the National Park website:

<http://www.nps.gov/history/nr/publications/bulletins/nrb16a/>.

A. PROPERTY INFORMATION

Street Address

Enter the current street address for the proposed landmark. If the proposed landmark is located in a public space, indicate the common name of the space, the vicinity in which the proposed landmark is located within that space, and the closest streets. If the proposed landmark does not have an address, enter "none," but indicate the closest street. An address may be assigned by the Development Services Department, if necessary.

Historic Name(s)

Enter the established name that best reflects the proposed landmark's historic importance or the name commonly used during its period of significance. Historic properties may be named for persons, events, characteristics, functions, or historic associations.

The historic name of the proposed landmark is required because it often continues to be meaningful over many years regardless of changes in ownership or use. In addition, the historic name usually relates to the reasons the property is eligible for landmark designation.

If the proposed landmark is significant for more than one person or event, place the oldest name or event first, with the later names or events in chronological order following it.

For example: John P. St. John High School

If the proposed landmark does not have a historic name, enter "none".

Common Name(s)

Enter any other names the proposed landmark has been commonly known. The Common Name may reflect a property's history, current ownership or popular use.

For example: Mill Creek Center

Legal Description of the Property

Enter the legal description of the parcel where the proposed landmark sits. Legal descriptions can be found by calling the Records and Tax Administration office with Johnson County.

B. FUNCTION

Property Use

The use of the property refers to the way in which the proposed landmark being nominated currently operates. Under *Type*, enter the specific use of the property.

For proposed landmarks undergoing rehabilitation, restoration, or adaptive reuse, enter "Work in Progress" in the *other* category. In addition, name any functions that are current or anticipated upon completion of the work.

For example: Personal Home

The *Property Use* is "Residential" with a *Type* of "Single-Family"

First Congregational Church

Property Use is "Other" with a *Type* of "Religious"

C. ARCHITECTURAL INFORMATION

Style/Form

Enter the architectural style or form associated with the proposed landmark. Consult architectural style guides for assistance in determining the style of the building. Knowing the date of construction will aid in determining style as architectural forms are often tied to specific eras. If you are unsure of the style, indicate "unknown" in the space.

Period of Significance

Period of significance is the length of time when proposed landmark was associated with important events, activities or persons, or attained the characteristics which qualify it for landmark status. Typically, the period begins with the date when significant activities or events began; this is often a date of construction. Base the period of significance on specific events directly related to the proposed landmark. For example, the date of construction of a building nominated for its design, or the length of time a store operated and contributed to local commercial development.

The proposed landmark must possess historic integrity for all periods related to the significance of the property. Continued use or activity does not necessarily justify continuing the period of significance.

The period of significance is based upon the time when the proposed landmark made the contributions or achieved the character on which the nomination is based.

Enter the dates for one or more periods of time when the proposed landmark attained the significance qualifying it as a landmark. Some periods of significance are as brief as a single year. Others span many years and consist of beginning and closing dates. If there are multiple periods of significance, combine overlapping periods and enter them as one longer period of significance. List the period of significance most important to the proposed landmark first. Your period of significance will be described in greater detail in the Statement of Significance.

Construction Date

If known, please enter the date of construction for the proposed landmark. If a structure was constructed between a certain period, write "circa" If the construction date is unknown, enter "unknown."

Date of Major Alterations

If substantial changes have been made to the proposed landmark, indicate what was altered and when. For example, "Front porch removed, 1970." If no changes have been made, enter "no alterations." If you do not know when changes took place, enter "unknown."

Builder/Architect

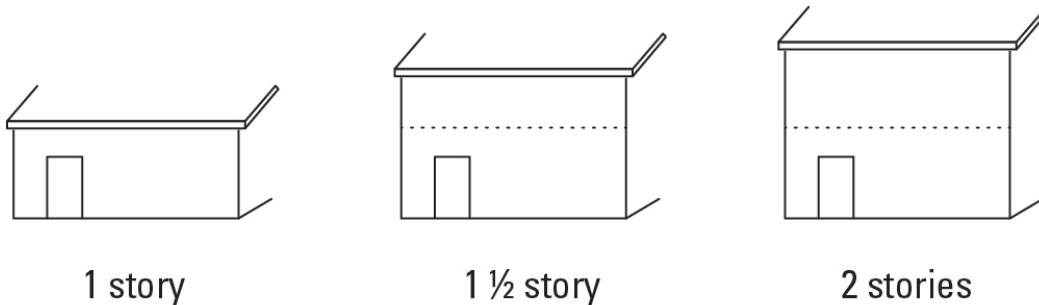
Enter the full name of the person(s) responsible for the design or construction of the proposed landmark. This includes architects, artists, builders, craftsmen, designers, engineers, and landscape architects. For more than one builder/architect, place the name of the one most important first; use another sheet if additional space is needed. If the names of specific persons responsible for the design are unknown, enter the names of the architectural and engineering firms.

If the design was derived from stock plans of a company, developer, or government agency and is credited to a specific individual, enter the name of the individual and the company or agency. If a specific person is not known, simply enter the company. For example: Sears Roebuck home.

If an architect or builder is not known, nor any companies or agencies, enter "unknown".

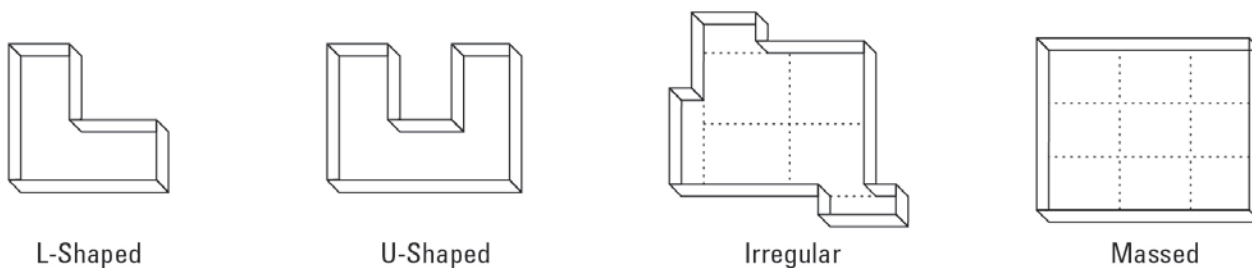
Stories

Check the number of stories or levels that make up the structure. A good measure of determining if a structure has a half story or a full story is the location of the windows. If the roof pitch extends below the windows, the structure would have an additional half story. See the examples below:



Plan

Check the box that best describes the shape of the structure if one were to view it from above. The examples below indicate the most common house forms in the region:



D. EXTERIOR MATERIALS

Defining exterior materials will indicate to the Historic Preservation Board which materials are original to the proposed landmark and which are replacement. This information is important to the historic integrity of the structure when it comes to proposed alterations. Enter only those materials which are visible on the exterior of the proposed landmark. Do not enter materials of the interior, even if they are significant. These details can be added to the "Additional Narrative and Distinguishing Architectural Details" section or within the Statement of Significance.

Use another sheet for additional entries or if there are many distinguishing architectural details worth noting. A list of common material options is included below.

Material Categories

Use this list when filling out Section D. Be as specific as possible with the materials; for example, instead of "wood" for Walls use "shingle"; or instead of "stone" for Foundation use "limestone". If you are unsure what type of stone the foundation is, for example, indicate "stone" rather than leaving the row blank.

WOOD – Clapboard, Shingle, Plywood, Particle Board, Board and Batten, etc.

BRICK

STONE -Granite, Sandstone, Brownstone, Limestone, Marble, Slate, etc.

METAL – Iron, Copper, Bronze, Tin, Aluminum, Steel, Lead, Brass, Cast Iron,

Wrought Iron, Zinc, Galvanized sheet metal, Stainless steel, Tern metal, Lead coated copper, Sheet Iron, etc.

STUCCO

TERRA COTTA, CLAY TILE ASPHALT

CEMENT ASBESTOS CONCRETE

CERAMIC TILE, QUARRY TILE GLASS

FABRIC – Cloth, Canvas, Vinyl, etc.

SYNTHETICS -Fiberglass, Rubber, Plastic, Aluminum, Vinyl, etc. OTHER

Foundation

Describe the exposed portion of the foundation wall which is visible above ground, at the base of the proposed landmark.

Structural

Describe the internal materials used to construct the proposed landmark. In residential properties, the common structural supports for the home are wood or brick.

Commercial structures may be constructed out of steel, brick, or wood.

Walls

This category should include materials for all exterior wall surfaces.

Roof

Describe the roofing material.

Windows

Enter descriptions for both permanent windows and storm windows. For example:

Windows: Wood w/ aluminum storms
Windows: Composite material w/no lights

Doors

Indicate the material and number of lights (glass panels) used for the main entry door. For example:

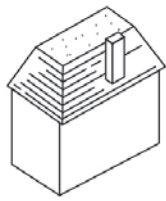
Doors: Wood w/ 3 lights

Other

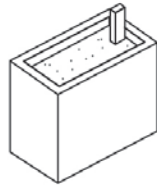
Enter the principal materials for contributing secondary parts of the exterior, such as chimneys, porches, lintels, cornices, and decorative elements which were not included in this category.

Roof Type

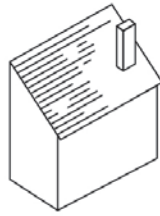
Check the type of roof form of the proposed landmark. The examples below are common roof forms:



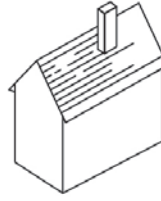
Mansard



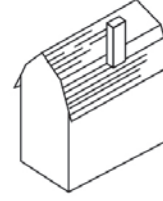
Flat



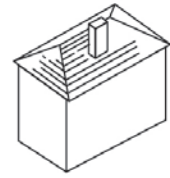
Shed



Gable



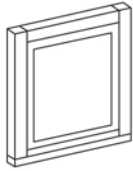
Gambrel



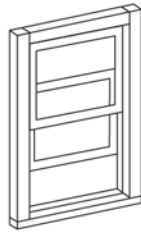
Hipped

Window Type

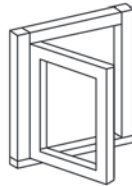
Check the appropriate box to further describe the windows on the proposed landmark. See the examples below of common window types.



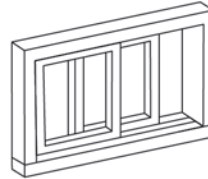
Fixed



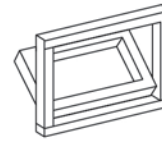
double- or single-hung
(upper sash may be fixed
in early examples)



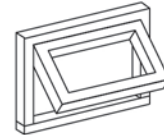
Casement



Sliding



Hopper



Awning

Porch

Indicate if the proposed landmark has a porch. If the porch was an addition, not original to the structure, indicate this and the date of the addition if known.

Additional Narrative & Distinguishing Architectural Details

Describe the setting, location, and additional characteristics not specified in the above sections. Include a list of significant exterior architectural features that should be maintained. Indicate the current condition of the property and indicate whether the proposed landmark has historic integrity in terms of location, design, setting, materials, workmanship, feeling and association.

If you know when alterations or changes to the building or site occurred, indicate these dates and changes. Attach additional narrative sheets if necessary. Photographs and sketch maps other than those required for the nomination submission may be used to supplement this narrative.

E. SITE DESCRIPTION

Status

Indicate if the proposed landmark is occupied or unoccupied.

Integrity

Indicate the amount of historic integrity the proposed landmark holds. Historic integrity is the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period. Check all boxes that apply.

Condition

Refers to the condition or state the proposed landmark is in currently.

Excellent

- Structure is intact, structurally sound, and performing its intended purpose.
- There are no cosmetic imperfections, and no maintenance is currently needed.

Good

- Structure is intact, structurally sound, and performing its intended purpose
- There are few or no cosmetic imperfections, only minor maintenance is necessary.

Fair

- Early signs of wear, failure, or deterioration, though the structure is generally structurally sound and performing its intended purpose.
- Replacement of up to 25% of the structure is required.

Deteriorated

- Structure is no longer performing its intended purpose and many elements of the structure are missing; structure shows signs of imminent failure or breakdown and requires major repair or replacement of elements.
- Deterioration or damage affects more than 25% of the structure that cannot be adjusted or repaired.

Ruins

- Structure no longer exists.
- Deterioration or damage affects total structure; structure cannot be repaired or replaced.

Ownership

Indicate if the proposed landmark is privately or publicly owned, rented, or under another ownership structure.

Historic Register

Note if the proposed landmark is on the National Register of Historic Places, the State Register of Historic Places, or located within a local historic district. Check "none" if it is not listed on any of these registers.

F. SURVEY INFORMATION

This section identifies the person who prepared the survey form. This person is responsible for the information contained in the form. The Olathe Historic Preservation Board or the Development Services Department may contact this person if a question arises about the form or if additional information is needed.

The surveyor should print and date the document in the space provided.

Guide to Completing the City of Olathe Historic Landmark Application – Statement of Significance and Bibliography

The following step-by-step directions have been drafted to assist in writing the Statement of Significance required for nomination of historic landmarks in Olathe (page 2, #3 of the Landmark application). The Statement of Significance is based on the more extensive *Statement of Significance* required for a National Register of Historic Places Nomination. The National Park Service guide on completing a Statement of Significance can be found in National Register Bulletin 16A "*How to Complete the National Registration Form.*" If you wish to read the many helpful examples provided in Bulletin 16A for completing your Olathe Historic Landmark Nomination, a copy of the publication is available at the National Park website: <http://www.nps.gov/history/nr/publications/bulletins/nrb16a/>

STATEMENT OF SIGNIFICANCE

A Statement of Significance is needed to tell the story of how and why the proposed landmark is historically significant to Olathe's past. In order to designate an Olathe landmark, a property must be proven to possess historic significance and integrity.

- The historic significance of a building, site, structure or object is based on a set of criteria established in the Olathe Preservation Ordinance.
- The historic integrity is the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's period of significance.

There are five criteria under which a historic property or site can be nominated. The property must possess at least one of the criteria listed. However, it could possess more than one of the five criteria. All criteria selected should be outlined within the Statement of Significance narrative. The five criteria are:

- The property is associated with events that have made a significant contribution to the broad pattern of history of the City, county, state or nation
- The property is associated with a significant person or group of persons in the history of the City, county, state or nation
- The property embodies distinctive characteristics of a type, period, or method of construction; represents the work of a master builder/architect; possesses high artistic values; or represents a distinguishable entity whose components may lack individual distinction
- The property yields or is likely to yield information important in prehistory or history
- The property possess of location, design, setting, materials and workmanship (historic integrity)

Additionally, proposed landmarks should be over fifty years of age to be considered for nomination. Proposed landmarks less than fifty years of age may be eligible for designation provided they are of extreme historical significance.

Narrative Statement of Significance

When writing a Statement of Significance keep in mind you are writing the story of the place being nominated. The Historic Preservation Board will look closely at the Statement of Significance because it is the most important piece of the nomination. You will need to explain how the proposed landmark meets the Olathe Landmark criteria (above) in narrative form. Drawing on facts about the history of the property and historic trends – local, state or national -that the property reflects, make the case for the property's historic significance and integrity.

The statement of significance should be concise, factual, well-organized, and in paragraph form. Length of this document will vary based upon selected criteria, relevance to Olathe's history, and available information. Be as thorough as possible with your statement and include only information pertinent to the proposed landmark and its eligibility.

Guidelines for Writing a Statement of Significance

1. Write a *summary paragraph* which provides an overarching view of the *Statement of Significance*. In the summary paragraph, simply and clearly outline the reasons why the proposed landmark meets the Olathe Landmark criteria. Provide brief facts that explain how it meets the selected criteria, and the ways it is important to the history of the Olathe, the state, or the nation during the period of significance chosen. Specifically associate the proposed landmark with historic events, activities, persons, physical features, artistic qualities, architectural styles, and archeological evidence which contribute to its significance. Mention the important themes or historic contexts to which the property relates/contributes.
2. Write several *supporting paragraphs* that briefly discuss:
 - a) The *history* of the proposed landmark - Discuss the chronology and historic development of the property. Highlight and focus on the events, associations, characteristics, and other facts that relate the property to its historic contexts and are the basis for its meeting the Olathe Landmark criteria.
 - b) The *period of significance* of the proposed landmark –Discuss the period(s) of significance chosen. Describe how the proposed landmark contributes to events that took place during this period. For buildings and structures, indicate how it physically reflects this period. Include a discussion on what the period of significance is based on by utilizing existing resources or features within the property or important events in the property's history.

3. Write about the *historic context* of the proposed landmark. On text is the themes, trends, and patterns of development relating to the property. Relate the property to important themes in the history of Olathe, the State of Kansas or the nation. Include information about the history of the community or larger geographical area that explains the ways the property is unique or representative of its theme, place, and time. Incorporate the following information to the extent that it relates to the significance of the property:

- specific events
- activities and uses
- influence of technology
- aspects of development
- common architectural styles or types
- construction materials and methods
- role of important persons or organizations
- cultural affiliations
- political organization
- social or cultural traditions
- trends in local or regional development
- patterns of physical development
- economic forces
- presence and condition of similar properties

- c. The discussion of historic context should do several things:

- It should explain the role of the proposed landmark in relationship to broad historic trends, drawing on specific facts about the property and its community.
- It should highlight any notable events and patterns of development that affected the proposed landmark's history, significance, and integrity.
- Most importantly, it should explain the importance of the proposed landmark for each criteria chosen by showing how the it is unique, outstanding, or strongly representative of an important historic context when compared with other properties of the same or similar period, characteristics, or associations.

4. Create a *conclusion* which neatly sums up the Statement of Significance.

5. Include a *bibliography* or citation of the books, articles, and other sources used in creating the Statement of Significance. This document will assist in verifying facts and assure that the proposed landmark is correctly represented by the author. It is helpful to include references within the Statement of Significance document to the sources used.

d. The bibliography should include – Any books, journals, magazine articles, interviews, oral history tapes, planning documents, historic resource studies or surveys, census data, newspaper articles, deeds, wills, correspondence, business records, diaries, photographs, or other sources used. Do not include general reference works unless they provide specific information about the proposed landmark or have assisted in evaluating the significance.