



DEPARTMENT OF PLANNING & DEVELOPMENT

APPLICATION FOR HISTORIC PRESERVATION COMMISSION

The Historic Preservation Commission is a local body consisting of volunteers appointed by the City Council established to identify and preserve the distinctive historic, archeological and architectural characteristics of the City of Webster Groves which represent elements of the City’s cultural, social, economic, political, and architectural history.

Select one (1) request type

Certificate of Appropriateness:
Application is hereby made to the City of Webster Groves for a Certificate of Appropriateness in accordance with the description of the project and with the intent of preserving the historic character of a designated Landmark or Historic District. (Section 52.270 et seq.)

Demolition Review
Application is hereby made to the City of Webster Groves Historic Preservation Commission to review a request to demolish a structure more than fifty (50) years old to determine whether there is probable cause to designate the structure as an individual Landmark. (Section 52.280 et seq.)

I. APPLICANT INFORMATION

Owner(s) of record of the hereinafter described property:

Name(s): _____
Address: _____
City: _____ State: _____ Zip: _____
Tel.: _____ Email: _____

Petitioner, if other than owner(s):

Name(s): _____
Address: _____
City: _____ State: _____ Zip: _____
Tel.: _____ Email: _____

Legal Interest: _____

II. PROPERTY INFORMATION

Property Address: _____ Locator ID: _____

Age of Structure: _____ Lot Area: _____ (To the nearest tenth of an acre)

Zoning District: _____ Most recent Use at property: _____

Designated Landmark or Historic District: _____

Structure Type: Mark with an "x".

_____ Single family dwelling _____ Accessory structure _____ Commercial

_____ Institutional _____ Multiple family dwelling _____ Mixed use

III. REQUIRED MATERIALS

Provide twelve (12) collated sets of documents identifying the following information:

1. Any available historic documentation regarding the architect, the architecture or history of the property itself;
2. The amount paid for the property, the date of purchase and the party from whom purchased (including description of the relationship, if any, between the owner and the person from whom the property was purchased), with supporting documentation;
3. The assessed value of the land and improvements thereon according to the two (2) most recent St. Louis County property tax assessments, with supporting documentation;
4. Real estate taxes paid for the previous two (2) years, with supporting documentation;
5. Any listing of the property for sale or rent, price asked and offers received, if any;
6. Detailed written report, signed and sealed by a registered professional, on the structural integrity of the building or structure (needed if structural integrity is noted in the reason for demolition);
7. Photographs of the property (exterior, interior, floor plans, etc.) including images to demonstrate any problems or issues with the structure
8. Written statement by owner with consideration to profitable adaptive uses for the property;
9. Copy of the City Occupancy inspection;

Additional items below are required for applications for Certificate of Appropriateness

10. Annual debt service, if any, for the previous two (2) years;
11. All appraisals obtained within the previous two (2) years by the owner or applicant in connection with his purchase, financing or ownership of the property;
12. If the property is income-producing, the annual gross income from the property for the previous two (2) years, itemized operating and maintenance expenses for the previous two (2) years, and annual cash flow, if any, during the same period;
13. Executed construction agreements or proposals;
14. In the event that any of the required information is not reasonably available to the applicant and cannot be obtained by the applicant, the applicant shall provide to the commission a statement of the information which cannot be obtained and describe the reasons why such information cannot be obtained.

IV. STATEMENT OF CONSENT

STATEMENT OF CONSENT

I hereby give CONSENT to _____ (*type, stamp or print clearly full name of agent*) to act on my behalf to submit, this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge of the property and I have an ownership interest and/or am the owner under contract in the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the City of Webster Groves to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I understand this application, related material and all attachments become official records of the City of Webster Groves, Missouri, and will not be returned. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER/CONTRACT PURCHASER INFORMATION:

Check [x] one:

I am the property owner. I am the contract purchaser.

(Name- type, stamp or print clearly)

(Name of Firm)

(Address)

(City, State, Zip code)

(Signature)

(Date)

Note: Attach additional sheets as necessary.

V. STATEMENT OF COMPLETENESS AND ACCURACY

STATEMENT OF COMPLETION AND ACCURACY

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge and that all property owners have full knowledge that the property they own is the subject of this application. I understand that any knowingly false, inaccurate or incomplete information provided by me will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit and further certify that all owners and petitioners have been provided a complete copy of all material, attachments and documents submitted to the City of Webster Groves relating to this application. I acknowledge this application, related application material and all attachments become official records of the City of Webster Groves, Missouri and will not be returned. I further acknowledge that additional information may be required by the City of Webster Groves to process this application. No arrangement has been made to pay any commission, gratuity, or consideration, directly or indirectly, to any official, employee, or appointee of the City of Webster Groves with respect to this application.

APPLICANT INFORMATION:

Check [x] one:

[] I am the property owner. [] I have legal interest in the property.

[] I am the duly appointed agent of the petitioner.

(Name- type, stamp, or print clearly.)

(Name of Firm)

(Address)

(City, State, Zip code)

(Signature)

(Date)

[STAFF USE ONLY]

VI. COMPLIANCE

Is property in compliance with all previous conditions of approval of all applicable Ordinance requirements?

Yes No

Is property in compliance with all Zoning, Subdivision, and Code requirements?

Yes No

VII. CITY OF WEBSTER GROVES LIENS AND FINES CERTIFICATION

Project Name: _____

Address: _____ **Locator ID:** _____

Subdivision Name, Block and Lot: _____

STATE OF MISSOURI, CITY OF WEBSTER GROVES

I do hereby certify to the Council of the City of Webster Groves that:

___ There are no fines and/or liens of record on the property by or owed to the City of Webster Groves.

___ There are the following fines and/or liens owed to the City of Webster Groves:

1. _____
2. _____
3. _____
4. _____
5. _____

Katie Nakazono, City Clerk



APPLYING TO THE HISTORIC PRESERVATION COMMISSION

The Historic Preservation Commission generally meets every second Tuesday of the month. Petitions to be submitted to the Historic Preservation Commission are required to be filed no less than twenty (20) days prior to the meeting date. Below is the 2022 HPC calendar with filing deadlines and corresponding meeting dates. Forms for the *APPLICATION FOR HISTORIC PRESERVATION COMMISSION* can be found on the City of Webster Groves website in the “Document Center.”

2022 HISTORIC PRESERVATION COMMISSION CALENDAR

<u>FILING DEADLINE</u> (4:00 p.m.)	<u>MEETING DATE</u> (6:30 p.m.)
December 22 filing	January 11 meeting
January 19 filing	February 8 meeting
February 16 filing	March 8 meeting
March 23 filing	April 12 meeting
April 20 filing	May 10 meeting
May 25 filing	June 14 meeting
June 22 filing	July 12 meeting
July 20 filing	August 9 meeting
August 24 filing	September 13 meeting
September 21 filing	October 11 meeting
October 19 filing	November 8 meeting
November 23 filing	December 13 meeting
December 21 filing	January 10, 2023 meeting

Incomplete or late applications may be postponed to the next regular meeting of the Board.

For preliminary review of application materials or any related questions contact Planner Danny Jendusad at 314-963-5314 or jendusad@webstergroves.org.