



LOCAL HISTORIC LANDMARK APPLICATION  
**CITY of CAPE GIRARDEAU**

COMMUNITY DEVELOPMENT DEPARTMENT, 44 NORTH LORIMIER STREET, CAPE GIRARDEAU, MO 63701 (573) 339-6327

**Property Address/Location**

<b>Applicant</b>		<b>Property Owner of Record</b> <input type="checkbox"/> Same as Applicant	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email	Telephone	Email
<b>Historical Name or Reference</b>		<i>(Attach additional owners information if necessary)</i>	

**Legal description of property to be designated**

**Describe the property as it presently exists, including current use or function**

*Application continues on next page*

**OFFICE USE ONLY**

Date Received \_\_\_\_\_ By \_\_\_\_\_ File Number \_\_\_\_\_

Historic Preservation Commission Recommendation \_\_\_\_\_ Date \_\_\_\_\_

Planning & Zoning Commission Recommendation \_\_\_\_\_ Date \_\_\_\_\_

City Council Final Action \_\_\_\_\_ Date \_\_\_\_\_

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**Statement of Historical Significance**

*Provide evidence that the proposed landmark meets one (1) or more of the criteria below. Attach additional sheets if necessary. Supporting documentation, such as a National Register application, state historic inventory form, or literature from a historian may be referenced and attached to this application.*

- 1) *Its character, interest or value as part of the development, heritage, or cultural characteristics of the community, county, state, or country;*
- 2) *Its identification as a site of a significant local, county, state, or national event;*
- 3) *Its identification with a person or people who contributed significantly to the development of the community, county, state, or country;*
- 4) *Its embodiment of distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction or use of indigenous materials;*
- 5) *Its identification as the work of a master builder, designer, architect or landscape architect, whose individual work has influenced the development of the community, county, state, or country;*
- 6) *Its embodiment of elements of design, detailing, materials, or craftsmanship which renders it architecturally significant;*
- 7) *Its embodiment of design elements that make it structurally or architecturally innovative;*
- 8) *Its location or singular physical characteristics make it an established or familiar visual feature; or*
- 9) *Its character as a particularly fine or unique example of a utilitarian structure, including, but not limited to, barns, vehicle fueling stations, or other commercial structures, with a high level of integrity or architectural significance.*

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**ADDITIONAL ITEMS  
REQUIRED**

In addition to this application, the following items must be submitted:

- \_\_\_ Application fee (\$155.00 payable to City of Cape Girardeau)
  - \_\_\_ One (1) plot plan depicting the boundary of the proposed landmark designation and the approximate locations of structures and other site features contributing to the historic value of the property. The plot plan shall be on 8 ½" x 11" or 11" x 17" size sheet
  - \_\_\_ One (1) set of recent photos of the property
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**CERTIFICATIONS**

I/we certify that I am/we are the Property Owner(s) of Record for the property described in this application. I/we understand and acknowledge that should the property be designated as a Local Historic Landmark, it will be subject to the requirements of Section 30-74 of the City of Cape Girardeau Zoning Ordinance.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

I certify that I am an Agent authorized by the Property Owner(s) of Record to file this application on their behalf.

\_\_\_\_\_  
Applicant Signature (if other than Owner)

\_\_\_\_\_  
Date

**CITY OF CAPE GIRARDEAU**  
**LOCAL HISTORIC LANDMARK APPLICATION**  
**INSTRUCTIONS**

A nomination for designation as a Local Historic Landmark may be initiated by a petition (application) signed by all of the owners of record of the subject property. It is important that all owners of the subject property understand the requirements pertaining to a Local Historic Landmark.

The application deadline is three (3) weeks prior to the Historic Preservation Commission meeting date. The Commission meets on the third Wednesday of each month. Applications may be submitted in person or delivered to: City of Cape Girardeau, Planning Services Division, 44 North Lorimier Street, Cape Girardeau, MO 63701.

City staff will review each application for completeness. If additional information is needed, the applicant will be contacted. Applications deemed incomplete will not be reviewed until the requested information is provided. Once a complete application has been submitted, City Staff will place it on the Historic Preservation Commission agenda.

The Historic Preservation Commission will review the nomination and make a determination as to whether or not the proposed landmark meets the criteria for designation (see "Statement of Historical Significance" section of the application). If the criteria are met, the Historic Preservation Commission will schedule and hold a public hearing. Within sixty (60) days of the conclusion of the public hearing, the Commission will make a recommendation based on its determination.

Upon receipt of the Historic Preservation Commission's recommendation, the Planning and Zoning Commission will conduct a review of the proposed landmark designation in an open meeting. Within thirty (30) days of the Planning and Zoning Commission's review, it will make a recommendation to the City Council as to whether or not the landmark should be designated.

Upon receipt of the recommendations by the Historic Preservation Commission and the Planning and Zoning Commission, the City Council will schedule and hold a public hearing. An ordinance designating the property as a Local Historic Landmark will be prepared for the Council.

If the ordinance passes, it becomes effective ten (10) days after the date of passage. A written notice and a copy of the ordinance will be mailed to the applicant and the property owners of record.

For questions, please contact the Planning Services Division at (573) 339-6327 or [cityplanning@cityofcape.org](mailto:cityplanning@cityofcape.org).