

Topeka Landmarks Commission  
620 SE Madison Street, Unit 11 ~ Topeka, Kansas 66607  
(785) 368-3728

**MASTER NOMINATION FORM  
HISTORIC LANDMARK DISTRICT DESIGNATION**

We hereby nominate the following described property to be designated as a Topeka HISTORIC DISTRICT as established by City of Topeka Ordinance No. 18420 on April 19, 2005.

INSTRUCTIONS AND SUMMARY INFORMATION

1. The proposed District name: \_\_\_\_\_
2. Attach an area map of the proposed historic district. The map should delineate the boundaries of the proposed District, and identify each structure of importance or value (i.e., “contributing structure”) by a number or letter designation. It should also identify non-contributing structures, and those contributing structures whose owners do not wish to participate.
3. How many properties are included in the proposed historic district? \_\_\_\_\_
4. 65% of the owners of record within the proposed district must provide written consent. (In the event of a contract sale of real property, both the owner of record and party or parties holding an equitable interest in the property must consent to the nomination.)  
How many property owners wish to be included in the proposed historic District? \_\_\_\_\_
5. The ordinance/resolution requires that certain information about each property accompany a request for historic designation. For your convenience, the Landmarks Commission has prepared a form to assist you in submitting that information. A copy of the form is attached. Please copy, complete, and attach one form, signed by the owner, for each property proposed for inclusion in the historic district.
6. The ordinance/resolution requires that design guidelines be developed for the district. Preservation guidelines must be submitted with a nomination application. The district preservation guidelines shall include, but not be limited to the following:
  - (1) Guidelines for those seeking a certificate of appropriateness including, but not limited to the following:
    - a. Acceptable materials for any construction, additions, remodeling or rehabilitation activities to the exterior of the structures;
    - b. Appropriate architectural character, scale, and detail for any construction, additions, remodeling or rehabilitation activities;
    - c. Acceptable appurtenances to the structures;
    - d. Acceptable textures and ornamentation to the exterior of the structures;
    - e. Acceptable accessories on structures;
    - f. Such other building regulations which would have impact on the buildings;
    - g. Acceptable standards for changes to non-contributing resources within the district; and
    - h. Acceptable signage.
  - (2) Guidelines for public improvements in the district, including street furniture, signs, design textures of sidewalks, streets and parks.

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**DECLARATION**

We, the owners in fee simple (and all parties holding an equitable interest) hereby request that the Topeka Landmarks Commission designate our collective properties as a historic district. Our written consent appears on each property inventory form attached hereto and made part of this instrument.

Name, address, telephone number, and e-mail address (if available) of the contact person for questions regarding this nomination:

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_  
Daytime Evening

**FAX NUMBER:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**RETURN THIS FORM AND REQUESTED SUPPORTIVE DOCUMENTS TO:**

**Topeka Planning Department  
Landmarks Commission  
620 SE Madison Street, Unit 11  
Topeka, KS 66607-1118**

**Telephone: (785) 368-3728**

**Fax: (785) 368-2535**



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12. In the designation of buildings, structures and objects as residential historic districts certain criteria must be met. The historic resources within the historic district must be located on residentially zoned property and normally must be 50 or more years old. In addition, the historic resources must meet one or more of the following criteria.

Please indicate the category under which you are submitting this property for designation.  
(Check all that apply.)

A. Property is fifty (50) years old or older, and meets one or more of the following criteria:

- a. Property is associated with events that have made a significant contribution to the broad pattern of history of the city, county, state, or nation.
- b. Property is associated with a significant person or group of persons in the history of the city, county, state, or nation.
- c. 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.
- d. Yields or is likely to yield information important in prehistory or history.
- e. Possesses integrity of location, design setting, materials and workmanship.

B. Properties less than fifty (50) years old may be eligible for District inclusion provided that they are of extreme historical significance. All other criteria listed above also apply.

If your nomination is based upon this provision, please check at left and attach supporting information.

13. Attach to this nomination inventory form the following supportive documents:

- A. Copy of the last deed filed for record in the office of the Register of Deeds of Shawnee County, Kansas.
- B. Photographs, at least one each of the front, rear, and each side.
- C. Additional information to describe historical significance (optional).

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**DECLARATION**

With the signature(s) below, I/we acknowledge having been made aware of the following information as set forth in the ordinance/resolution:

**Upon approval of a residential historic district, property owners located within the district may elect to exempt their property from the requirements of the historic district by providing written notice\* of self-exemption to the Landmarks Commission. Any exempted property shall automatically convert to the historic overlay district upon sale of the property.**

\* In the event of a contract sale of real property, both the owner of record and any party/parties holding an equitable interest in the property must consent to the exemption.

I (We), the owner(s) [See \* above.] of the property described herein request that the Topeka Landmarks Commission designate the above described property to be a parcel within a historic district as established by the ordinance.

OWNER

OWNER

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE ATTACH THIS FORM AND REQUESTED SUPPORTIVE DOCUMENTATION TO THE MASTER NOMINATION FORM AND RETURN TO:

**Topeka Planning Department  
Landmarks Commission  
620 SE Madison Ave. Unit 11  
Topeka, KS 66607**

**QUESTIONS? Call: Telephone: (785) 368-3728 Fax: (785) 368-2535**