



CITY OF  
**TOPEKA**

**PLANNING DIVISION**

## **APPLICATION FOR Historic Landmark Designation**

This process describes the procedure for the nomination of a Local Historic Landmark property in a step-by-step format, and how the City Planning Department will provide assistance during the application process. This is not intended to be inclusive of all possible steps, but to describe the basic framework in which a nomination is considered.

### **STEPS:**

- Property owner or representative schedules a preliminary meeting with City Staff;
- Staff inventories existing conditions for the proposed nomination;
- Following the inventory, the property owner or representative prepares the nomination form for submission to the Planning Department;
- Staff prepares an overview and recommendation for consideration by the Topeka Landmarks Commission;
- Staff schedules the nomination for consideration before the Topeka Landmarks Commission;
- The Topeka Landmarks Commission considers the nomination, and forwards a recommendation to the Topeka Planning Commission for official public hearing;
- Staff and the owner or representative attend Planning Commission public hearing and offer testimony for the nomination;
- Staff schedules and presents the nomination for historic landmark designation to the Topeka Governing Body;
- The owner or representative is encouraged to attend the consideration by the Governing Body, but no public comments will be taken.

### **Landmark Designation Application Checklist**

- Completed Application
- Filing Fee (\$25)
- Legal Description of property
- Copy of the last deed filed for record in the office of the Register of Deeds of Shawnee County, Kansas.
- Photographs, at least one each of the front, rear, and each side, and relevant portions of the interior.
- Additional information to describe historical significance of the property that supports each criteria for eligibility.



**APPLICATION FOR  
HISTORIC LANDMARK DESIGNATION**

---

Attach all relevant photographs that illustrate past and current architectural and historical significance of the property.

Why is this property historically or architecturally significant?

Provide a list of sources that document the historical or architectural significance of the property.

Why is Historic Landmark designation being sought?

**ELIGIBILITY CRITERIA:** In the designation of buildings, structures and objects as historic landmarks, at least two defined criteria must be met. These criteria are:

1. The property must be fifty (50) years old or older; and
2. The property must possess integrity of location, design setting, materials and workmanship.

In addition to these requisite criteria, at least one of the following standards must also be met. Please indicate the category under which you are submitting this property for designation. (Check all that apply.)

Property is associated with events that have made a significant contribution to the broad pattern of history of the city, county, state, or nation.

Property is associated with a significant person or group of persons in the history of the city, county, state, or nation.

**APPLICATION FOR  
HISTORIC LANDMARK DESIGNATION**

---

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.

I (We), the owner(s) of the property described herein request that the Topeka Landmarks Commission designate the above described property as a Local Historic Landmark as established by ordinance.

_____ Owner	_____ Owner
_____ Signature	_____ Signature
_____ Print Name	_____ Print Name
_____ Date	_____ Date

Return this form and requested supportive documentation to:

**Email:** [Planning@Topeka.org](mailto:Planning@Topeka.org)

**Mail:** Topeka Planning Division | 620 SE Madison Ave. Unit 11 | Topeka, KS 66607

**QUESTIONS?** Call: (785) 368-3728