

3.9 Checklist

Historic Resource Designation

Historic resource designation aims to preserve districts and landmarks that reflect elements of the City’s cultural, social, economic, political, engineering, visual, or architectural history. See UDC Section 50-37.8 for more information.

Starting the Application Process

Submit your application materials to the One Stop Shop, Room 100 City Hall, four weeks prior to the HPC meeting. HPC meetings are held on the fourth Tuesday of each month. Your application must include the following:

- Application Cover Sheet and Applicable Fee
- Nomination form and any documentation

After Submitting Your Application

1. Determination of Completeness. Within 15 business days of your application, you should expect to:

- Receive an “Applicant Letter,” which acknowledges a complete application, shares the date of the HPC meeting and the assigned staff person, and notifies you of State-mandated deadlines for the City to make a decision, **OR**
- Receive notification that your application is incomplete, with details on further information to submit.

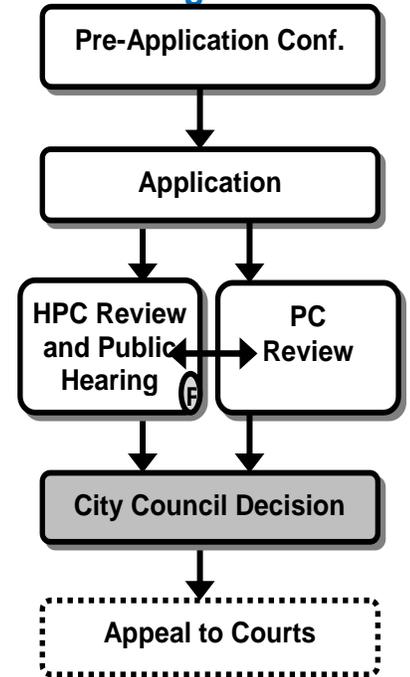
2. Public Notice. A mail notice will be sent by the City to property owners within 350 feet of the subject property.

3. Heritage Preservation Commission Hearing. The HPC will review the application, send it to Planning Commission for their review and recommendation, conduct a public hearing, and forward a recommendation to City Council. You will be notified when an HPC hearing is scheduled for your application. **We ask that applicants attend this meeting.**

4. City Council Decision. The Historic Preservation Commission recommendation will be forwarded to City Council in the form of an ordinance, which will require two readings. City Council will make a decision whether to approve the historic resource designation, approve it with modifications, or deny it. The City Clerk’s office will send notice of the Council action to the applicant.

5. Preservation Plan. Historic landmarks and districts require a Preservation Plan. **You will need** to submit a Plan to the HPC for their approval. There is no fee for this process. Contact your assigned Planning Staff person if you need examples of Preservation Plans or guidance on this part of the process.

Historic Resource Designation



(P) Indicates Public Hearing Required

Important Dates

Application Deadline:

Sign Notice Placed:

HPC Mtg:

Planning Commission:

City Council (1st read)*:

City Council (2nd read)*:

Effective*:

**Please note that these dates are approximate guidelines and may change*