

**PROCESS FOR HISTORIC DESIGNATION (CHI1) ACCORDING TO CURRENT LDC REGULATIONS**  
**(Sec. 22-201 to 22-203)**

**The designation process may be initiated by:**

- Petition by owner
- Majority vote of HPB
- Request of town council

**IF BY OWNER:**

1. Petition for Designation filed.
2. Designation report completed by owner, HPB or director.
3. Commence designation and notice process.

**IF BY MAJORITY VOTE OF HPB:**

1. Designation report completed by HPB.
2. HPB motion to initiate designation by filing of report and notification process.
3. Commence designation and notice process.

**IF BY REQUEST FROM TOWN COUNCIL:**

1. Designation report filed with HPB
2. Commence designation and notice process.

**Designation, hearing and notices process:**

1. Petition received if by owner.
2. Designation report completed and filed with HPB
3. Schedule HPB Designation Determination hearing in timely fashion.
4. Notify owner 20 days before hearing by certified mail with return receipt requested. Include copy of designation report and LDC chapter 22.
5. Hold hearing 20 to 70 days after notification sent to owner.
6. Hearing notice in newspaper 5 to 20 days before hearing.

**Decision Deadlines:**

1. HPB written resolution rendered within 14 days of hearing.
2. HPB notifies and sends copy of resolution to:
  - a) Owner
  - b) Building official
  - c) County clerk
  - d) County property appraiser
  - e) Any other county, municipal, state or federal agency that may be affected by the decision.

**Recording Decisions:**

1. Resolution shall be recorded in public records of the County within 25 days of HPB decision, unless an appeal has been filed.