

# HISTORIC DISTRICT REVIEW POLICY

In an effort to ensure that property owners are informed about a pending historic district listing, the following policy has been formulated by the Governor's Advisory Council on Historic Preservation (ACHP).

Applicants for National Register and Washington Heritage Register historic districts are required to verify that at least two types of notification have been conducted for the nominated district prior to final submittal of a nomination to DAHP. Applicants are required to choose at least one form of public notice from both categories 1 and 2.

## Category 1

- Submit an article about pending district listing in a neighborhood newsletter.
- Conduct a formal neighborhood meeting about pending district listing with formal public notice published in the local newspaper.
- Send an individual letter to each affected property owner about the proposed district listing.

## Category 2

- Develop an information flyer, which would be delivered door to door within the boundaries of the proposed district.
- Install an informational yard sign(s), 36" x 48" min at a prominent location within the proposed district (design to be approved by DAHP).
- Develop a Web site dedicated to informing owners about the proposed district.
- Have published a feature article in local newspaper about the proposed district.
- Or develop another form notification method, which is approved by DAHP.

The Department of Archaeology and Historic Preservation will continued to follow the federal regulation for districts as stated in 36 CFR 60.6 subsection C & D. For nominations of over 50 property owners, a general notice will be published in the local paper of the community of the nominated district at least 30, but not more than 75 days in advance of the ACHP meeting. If under 50 property owners, individual letters would be sent to each property owner at least 30, but not more than 75 days in advance of the ACHP meeting.

Review of district nominations by ACHP will be at one meeting.

Approved: July 7, 2005

