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## Historic Preservation District Process Overview

The following steps will guide you through the Historic Preservation District process. For more details, please refer to Article 21, Chapter 3, Division 1 of the T.M.C.

### HISTORIC PRESERVATION DISTRICT PROCESS

Any person or group, including the City, may initiate the designation of a geographic area or grouping of resources as a Historic District by submitting a [Development Application](#) and [Historic District Designation Supplemental Application](#) to the Community Development Department for review by the Historic Preservation Commission (HPC). The application must include 100% of the property owner's written consent within the proposed Historic District. The goal of a Historic District Designation is to manage change and maintain the character within the district by reviewing projects which impact the exterior of the buildings.

In order to be designated a historic district, a group of residents must come to together to show that their buildings have both historic significance and historic integrity.

- Significance can be in association with a significant historic event(s) or an important person who made a significant contribution to the history, development or culture or it can display the distinctive characteristics of a type, period, style or method of construction. It can also be representative of the work of a master or possess high aesthetic values. It can be among the last, best remaining examples of an architectural or historical type or specimen.
- Historic integrity can be shown through location, design, materials or workmanship of a property or area during a certain time period. A district can convey a sense of architectural cohesiveness through design, setting, materials and workmanship or be related thematically as a grouping tied together aesthetically or historically.

There are two kinds of Historic Districts: Geographic or Thematic

- A **Geographic District** must have sufficient historic integrity and at least 66% of the properties in the proposed designated district must be a contributing resources, as defined in an approved survey.
- A **Thematic District** is a group of properties that can be spread throughout an area, but must share a common attribute and must all be contributors. It can be a compilation of sites, buildings, structures, or objects associated with a historic person or event, similar architectural building style or designed by the same architect.

No Building Permits Issued Pending Hearing:

No building permits (except those needed for safety) are allowed to be issued within a proposed historic district between the time that an application has been submitted and the time that a final decision is made. This regulation is intended to assure that, if a designation is made, new construction in the district will conform to the special regulations set out for it.

Demolition, Alterations and New Construction:

After a district has been designated, any new buildings or exterior alterations (except minor alteration, ordinary maintenance or repairs and those not considered to be visible from the public right-of-way) are required to be approved by the Historic Preservation Commission. The Commission reviews the project to determine that it is in keeping with the architectural style and character of the existing building and the historical character of the district.

To see how you can create a Historic District, please review the "Historic District Designation Process Flow Chart".



## Historic Preservation District Process Overview

### Historic District Designation Process Flow Chart

