

LEGAL NOTIFICATION FORM - State/Federal Register Process

- **State and federal laws each require different type of public notification prior to board meetings.**
- **Deficient notification is grounds for removing nominations from a board agenda or removal of historic designation.**
- **At the end of this document, the signer agrees that all the information included with this form has been made available to the Department of Historic Resources in good faith and through best efforts to provide accurate and current information from legal public records as detailed below.**

The following materials and form are required with each nomination submittal

LOCAL OFFICIALS

On a separate sheet, provide the names and mailing addresses for all the highest local elected and appointed officials and any other critical contacts for the proposed resource. For a Certified Local Government locality, officials information is required in addition to the CLG coordinator information (if unsure about CLG status, please consult with DHR Regional Office staff.)

All nominations require the following:

For a county resource, the Chairman of the Board of Supervisors, the County Administrator or Executive, and the District Supervisor under which the resource is located;

For a town resource, the county information above ***in addition*** to the chief elected and appointed town officials (Mayor and Town Manager, etc.);

For a city resource, the chief elected official (usually the Mayor) and City Manager, and the District Council person under which the resource is located.

MULTIPLE OWNERSHIP AND HISTORIC DISTRICTS

On a separate sheet, provide the names, along with the complete legal tax parcel list, and ***mailing*** address information of all the individual property owners included within the proposed nomination boundary. Attach a **map** showing the labeled tax parcels as referenced within the proposed nomination boundaries to cross reference with the ownership information. Include information for any and all city, state, or federal ownership, even if their properties are only vacant land parcels, and **identify** their owned parcels on the map. Please make sure this is the full legal ownership information for all occupied and vacant properties as used for real estate/property tax notification by each locality. The ownership information should be derived from the ***official land recordation records or tax records*** (typically located in the locality's Assessor's Office). Do not use GIS layer property owner records unless they mirror exactly the information found in the Assessor's records. Shortened or truncated owner information found in GIS layers will not meet the legal standard and the nomination will not be scheduled for the Board meeting.

ADJACENT OWNERSHIP

On a separate sheet, provide the names, along with the complete legal tax parcel list, and ***mailing*** address information of all the individual property owners adjacent to the proposed boundaries. Attach a **map** showing the labeled tax parcels as referenced adjacent to the boundaries to cross reference with the ownership information. All owners of properties touching the nominated property boundary line or across the street from the nominated property must be included in the label lists of adjacent owners. Be inclusive and include owners that are cattycorner to the property as well. If a river, roadway or open expanse is on the edge of the proposed boundary, then owners on the other side are notified if they are within 300 feet (a football field's length). This includes vacant parcels of land.

LABELS

Regardless of the total number of owners, adjacent owners, and contacts, **two hard copies** of mailing labels and **one electronic version** (saved in Excel or Word format) must be provided along with the legal ownership information, list, and maps as discussed above. The labels should be printed or typed (no handwritten labels) with the same information as provided on the legal tax records. Please make sure to **separate and identify** the

