

Role of the Players in the Designation Process

	Historic Preservation Officer	Preservation Commission	Property Owner/Applicant
Initiation	Usually cannot initiate historic zoning	Can initiate “historic zoning”	Can initiate historic zoning; in some cases, the property owner must approve
Preparation	Either prepares or assists the applicant with the landmark/district application	Can usually request the HPO to prepare an application for review	Can complete an application; hire a consultant to complete the application; or, work with HPO on completing the application
Public Involvement	HPO is responsible for making sure notifications are made to the public in accordance with city and state law. Should be a part of education and outreach in the neighborhood to ensure a successful application	Public is invited to give opinion on designation at the preservation commission meeting	The applicant should be in communication with the owner(s). Public outreach and education is especially critical for districts.
Recordation	Ensures that the designation is noted on the city’s official zoning maps as historic. Ensures that the County tax appraisal district is also made aware of the designation.		