TEXAS HISTORICAL COMMISSION
REAL PLACES TELLING REAL STORIES

PROPERTY OWNER NOTIFICATION FORM

Complete and accurate property owner information is required for THC to process National Register nominations.[1] Please type or print the form and complete both sides. Return this sheet along with your nomination draft. **Incomplete or missing forms may delay processing of your nomination.**

A. **NAME:** The following must match what's recorded in **section 1** of the nomination form.

Historic Name:

Current Property Name:

B. **LOCATION**: The following must match what's recorded in **section 2** of the nomination form.

Street & Number:

City, Town, or Township, ZIP:

County:

C. **NOMINATION PREPARED BY**: The following must match what's recorded in **section 11** of the nomination form.

Name & Title:

Organization:

Street & Number: City, State, ZIP:

Telephone: Email:

Date:

D. **CERTIFIED LOCAL GOVERNMENT REPRESENTATIVE**: List the name(s) and mailing address(es) for **current** city and/or county CLG representatives as provided on THC's Certified Local Government webpage: https://thc.texas.gov/review/certified-local-government.

[1] See National Register of Historic Places regulations (36 CFR Part 60).

E. **CHIEF ELECTED OFFICIALS**: Enter the names and mailing addresses of chief elected officials for **County, City** and/or **Municipality** in which the property is located. *See the following websites for elected officials in rural and unincorporated areas: http://www.txdirectory.com/online/ or http://www.govengine.com/stategov/texas.html*.

For properties located in **incorporated** areas:

Mayor's name or Chief Local Official's name:

Mailing address:

For **all** properties:

County Judge name:

Mailing address:

F. **PROPERTY OWNER INFORMATION**: Provide the name and mailing address of each property owner. *The list of owners can be obtained from either official land recordation records or tax records within 90 days prior to the notification of intent to nominate*. If the owner is a corporation, agency, or other organization, include the name of a contact person legally authorized to represent the company.

Select:

◯ **Single Owner**

Name/Contact for Company:

Company Name (if applicable):

Street & Number: City, State, ZIP:

Email: Telephone:

◯ **Multiple Owners** *(List the name and mailing address of each owner as an attachment)*

Number of Owners:

More than 50 Property Owners? If YES, complete page 3: "Historic District Notification: Legal Notice and Public Meeting Information Form ."
If NO, stop here.

TEXAS HISTORICAL COMMISSION
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HISTORIC DISTRICT NOTIFICATION
LEGAL NOTICE AND PUBLIC MEETING INFORMATION FORM

The following information is required for the THC to fulfill property owner notification procedures for proposed National Register historic districts *or any property with more than 50 property owners*. **Incomplete forms may delay processing of your nomination.**

A. PROPERTY OWNER LIST: Attach property owner information list to this form. Must include the full name(s) and mailing address for each property owner. *The list of owners can be obtained from either official land recordation records or tax records within 90 days prior to the notification of intent to nominate. (THC will request confirmation of list accuracy ahead of scheduled SBR agenda.)*

Number of Property Owners:

List any **federally owned properties** (like post offices) in proposed district:

B. NEWSPAPER

Name of Local Circulated Newspaper:

Point of Contact:

Email: Telephone:

Day(s) Print Edition Runs: Deadline for Print Edition:

C. LEGAL NOTICE BILLING *(The party responsible must pay for legal notice billing by the publisher's deadline.)*

Name of Payer:

Email: Telephone:

D. PUBLIC MEETING: Please list potential venue name(s) and address(es) for the public informational meeting, as well as point(s) of contact for coordination.