

1) Nomination filled out.

a) Legal description from Zoning, Planning, and Land Information Dept.

2) Move to accept or reject nomination to be considered for a public hearing at 1st meeting. If accepted, a public hearing will be held generally at the next month's meeting (2nd meeting).

3) If nomination is accepted:

a) Property owner will be notified by certified mail of nomination and pending public hearing for designation.

b) At least 2 advertisements (according to State Stat 985) will be put in the legal notices describing upcoming public hearing on what is being nominated, and notifying public of time and place of public meeting. A contact name and phone number (usually chair's name and phone number) will be provided in the legal notice.

4) At public hearing (2nd meeting), hear any support or objections from public and person nominating regarding building or archaeological site. Vote on nominating the site to the list.

5) If vote passes in favor of nomination, a resolution will be drafted.

6) Resolution drafted by Corporation Counsel with specific legal description. Resolution should be sent to property owner for their review.

7) If property owner is satisfied with legal description, then resolution presented to Planning, Resources, and Development (PRD) Committee.

8) If approved by PRD Committee, then it goes to the County Board.

8) If approved by County Board, the resolution will be recorded at the Register of Deeds by Commission and a letter sent to current landowner informing them of approval recording at Register of Deeds by Commission.