

## Checklist for Nominations for Historic Sites

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 1<sup>st</sup> meeting. If accepted, a public hearing will be held at the next month's meeting (2<sup>nd</sup> meeting).

a) Property

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 (2<sup>nd</sup> 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 County Board.

8) If approved by County Board, the resolution will be recorded at the Register of Deeds by Commission.

9) If approved by County Board, a letter will be sent to the current landowner informing them of its approval and the recording in the Register of Deeds, including a copy of the approved resolution and a Certificate.

Revised July 2005

March 2004