

## How to Designate a Local Historic District?

*The steps to designate a local historic district are prescribed by the Georgia Historic Preservation Act, O.C.G.A. 44-10-20. They are as follow:*

1. Create a local Historic Preservation Commission (HPC) by adopting a preservation ordinance. A model ordinance on which to base the local ordinance is available from the State Historic Preservation Office (Historic Preservation Division of the Georgia Department of Natural Resources).
2. The new preservation commission is authorized to do certain things. First and foremost is to prepare an inventory of all property within its jurisdiction having the potential for designation as historic property.
3. The commission (or sometimes a neighborhood, merchants or historical society) then recommends districts and individual sites and structures to the local governing body (city council or county commission) for designation.
4. A public hearing is then schedules for comments on the recommended designations;  
*Requirements for a public hearing are:*
  - ◆ Notice of Hearing must be published three (3) times in the local newspaper.
  - ◆ Written notice must be mailed to all owners and occupants within proposed district.
  - ◆ Notices must be published or mailed 10-20 days before the hearing.
5. Following the public hearing, the local governing body may adopt an ordinance designating historic property as it is recommended, they may amend the ordinance, or reject the proposal entirely.

*Requirements for Designation Ordinance:*

- ◆ Designated property must be shown on the official zoning map or tax map.
- ◆ All property owners must be named, and a Certificate of Appropriateness (COA) must be obtained before a material change in appearance occurs.
- ◆ Individual properties must be described, or, in the case of a district, the boundaries of the district must be described.
- ◆ A report must be prepared on the historic, cultural, architectural, or aesthetic significance of the designation; this report should be submitted to the Historic Preservation Division for comments and suggestions at least 30 days before the designation occurs.
- ◆ Within 30 days following the adoption of the designation ordinance, the owners and occupants must receive written notification of the designation and the notice should tell them that a COA must be obtained from the HPC prior to any material change in appearance. This is a good time to educate them about the application procedure and the design guidelines the commission will be using.

6. Once a designation occurs, the preservation commission begins its authorized function as a design review board. That is, the commission holds regularly scheduled public meetings to review and approve applications for COAs to protect the visual characteristics that contribute to the historic significance of your community.

