

Palmyra Historic Preservation Commission

Process Checklist for Historic Designation

- Identification of potential properties for designation, either through the self-nomination of the property owner, or the PHPC.
- PHPC researches, prepares inventory structure form on proposed designation.
- PHPC sends letter and FAQ brochure to property owner.
- Two PHPC members meet with the property owner and provide copy of Ordinance and Inventory Form.
- PHPC assigns tentative designation status to property.
- Notice of proposed designation is sent by first class mail to property owner.
- Legal Notice of Meeting is provided to appropriate media.
- Public meeting to review proposed designations.
- PHPC vote on landmark designation.
- PHPC communicates results of vote to all stakeholders.
- If designation is denied, owner may utilize appeals process.
- If designation is approved, the property receives landmark designation.