

Timeline for Local Landmark Designation

1. RHDC staff receives the landmark designation application.
2. RHDC staff reviews the application for completeness and sets up the hardcopy file for the property.
3. RHDC staff refers the application to the RHDC research committee for review.
4. Research committee makes a recommendation to the full commission.
5. Full commission reviews and adopts the research committees' recommendation.
6. RHDC forwards its recommendation to the City Council. Council establishes a date for the Public Hearing and refers the application to the State Historic Preservation Office for recommendation/comment.
7. Notice of Public Hearing published and mailed to the owner and occupants.
8. At the scheduled Public Hearing (during City Council meeting), the Council and Commission hear public comment on the application and the State Historic Preservation Office recommendation is disclosed. Council refers application back to Commission.
9. After the Public Hearing, the RHDC meets, discusses the application, recommendations and public comment. RHDC decides on their final recommendation, creates the finalized designation report and drafts an ordinance. RHDC gets scheduled on Council's agenda.
10. Council will adopt, amend, or reject the draft ordinance submitted by the RHDC.
11. If the landmark is designated, then RHDC staff sends a notification letter to the Wake County Tax Assessor, the property owner and the occupants. City Clerk records the ordinance in the Grantor/Grantee index and sends official copy of ordinances to property owner and occupants.

Typical timeframe: 5 – 6 months