

{Current date}

Dear Property Owner/Occupant,

The {name of town} Historic Preservation Commission is pleased to announce the designation of {name of the district}. Preservation of the district and the properties within its boundaries provides for local recognition and protection of {name of town}'s unique character.

In accordance with the provisions of {name of town}'s Historic Preservation Ordinance as adopted by the Mayor and Council on {date} this letter serves as notification that your property or properties lie within the boundaries of the designated {name of district}. All owners of historic and/or non-historic properties within the proposed district are being notified.

The Mayor and Council designated the {name of district} following a report and a formal recommendation by the Historic Preservation Commission. The {date} hearing provided an opportunity for public comment and discussion. The designation ordinance was adopted on {date}. The boundaries of the district are shown on {name of town}'s Official Zoning Map and a property owner and address list is on file at City Hall and may be reviewed at any time. {A district map is enclosed for your convenience.}

Property owners or occupants within a historic district must obtain a Certificate of Appropriateness (COA) from the Historic Preservation Commission for any work project involving an exterior change to the appearance of any property. This includes new construction, demolition, removal of large trees and erecting a sign or a fence. A COA is not required for interior changes to a building and routine maintenance (painting, re-caulking windows, landscaping). Work requiring a COA may also require a separate building permit.

Applications for a COA are available at {location}. The Historic Preservation Commission reviews applications on a monthly basis. You may contact {City Hall} should you have any questions regarding design review of your project.

Thank you again for maintaining {name of town}'s unique character and preserving the place we call home.

Sincerely,

{commission chair}
Chair, {name of town} {HPC}

SAMPLE DISTRICT NOTIFICATION LETTER