



HISTORIC DESIGNATION

City of Grand Junction Register of Historic Sites, Structures and Districts

FEE: \$54.00 payable to City of Grand Junction and \$6.00 payable to Mesa County Clerk and Recorder at time of submittal.

SUBMITTAL DEADLINE: 1st Monday of the Month for Hearings the following month.

SUBMITTAL MATERIALS:

1. Description of the general characteristics of the site, structure, or district
2. Description of the particular features of the structure, site or district which should be preserved.
3. Address, Tax Parcel Number, and Legal Description of the property or boundaries of the proposed district.
4. Photographs of subject property clearly illustrating items described in items 1 and 2 above.
5. Letter of approval of historic designation from property owner.

Note: Items 1, 2 and 3 may be replaced by a complete Colorado Historical Society Inventory Record Form if available for the property. Call the City Neighborhood Services Division at 244.1491 to determine if a form has been completed.

PROCESS:

Upon determining that an application is complete, Neighborhood Services staff will schedule the designation to be heard before the Historic Preservation Board for its recommendation to City Council. Staff will also publish a legal advertisement in the newspaper one week in advance of the Board meeting, advertising both the Board and Council meetings regarding the proposed historic designation. The Historic Preservation Board meets the first Tuesday of the month. The applicant/property owner need not be present at the meeting unless requested by the Board or Staff.

Once heard by the Historic Preservation Board, the designation will be scheduled for hearing at the next available City Council meeting—typically the 3rd Monday or Wednesday of the month. Again, the applicant/property owner need not be present at the hearing. If approved by City Council, the applicant/property owner will be sent a copy of the resolution designating the property in the City Register of Historic Sites, Structures and Districts.

Please contact the Neighborhood Services Division at 244-1491 for questions regarding designation in the Grand Junction Register of Historic Sites, Structures and Districts.