



## LEGAL NOTIFICATION FOR THE STATE/FEDERAL REGISTER PROCESS

Property owner information is available as a matter of public record. The ownership information must be taken from **current official land ownership records or tax records** maintained by the local government where the nominated property is located. Typically, these records are found at the tax assessor's office, the office of revenue, or a similarly named office.

### PROPERTY OWNERS WITHIN THE NOMINATED BOUNDARIES

In a separate, clearly identified list, provide the names, along with the complete legal tax parcel list and **mailing** address information, of all the property owners included within the proposed nomination boundary.

If a tax parcel within the nomination boundary has more than one owner, then provide information for each owner of the parcel. Provide ownership information for occupied and vacant parcels.

Attach a **map** showing the labeled tax parcels within the proposed nomination boundaries. This will be used to crosscheck the parcel information against the ownership information.

Include information for any parcels that are owned by a local government, the Commonwealth of Virginia, or the U.S. government, even if these properties are only vacant land. Also identify the government-owned parcels on the parcel map that you submit. Do not forget to include road infrastructure, such as bridges and overpasses.

### PROPERTY OWNERS ADJACENT TO THE NOMINATED PROPERTY

In a separate, clearly identified list, provide the names, along with the complete legal tax parcel list and **mailing** address information, of all the property owners immediately adjacent to the proposed nomination boundaries.

All owners of properties touching the nominated property or historic district boundaries, or across the street from the nominated property or historic district, must be included in the list of adjacent owners. Be inclusive and include owners that are cattycorner to the property as well.

A river, railroad, or multiple-lane highway may be next to your nominated property or historic district boundary. If so, owners of parcels **within 300 feet** (a football field's length) of your nominated property or district boundary should be included on the adjacent owners' list.

### MAILING LABELS

Prepare **two** sets of computer-printed or typed mailing labels and **one electronic version** (saved in Excel or Word format).

Please make sure to **separate and identify** the groups of labels (two sets for owners and two sets for adjacent owners).

Verify that the mailing labels contain **complete** owner names, addresses, and zip codes. *Failure to provide complete mailing labels can result in an invalid notification process and the nomination cannot proceed.*



WHEN TO OBTAIN PROPERTY OWNERSHIP INFORMATION

For a historic district nomination, information must be obtained within 90 days of the scheduled public hearing.

For all nominations, information must be obtained no more than 120 days before the quarterly Board meeting.

The earliest date to be used for obtaining ownership information is based on the Board meeting date. For 2019, these dates are as follows:

<b>Board Meeting Date</b>	<b>Obtain ownership information <u>no earlier than</u>:</b>
March 16, 2023	November 15, 2022
June 15, 2023	February 14, 2023
September 21, 2023	May 17, 2023
December 14, 2023	August 15, 2023

STATE AND FEDERAL CODES REFERENCED

Code of Virginia 10.1-2206.1 and Code of Virginia 2.2-3707 (<https://law.lis.virginia.gov/vacode>)

Virginia Administrative Code Title 17, Agency 5, Chapter 30 and Agency 10, Chapter 20 (sections relevant to the notification process are abbreviated as 17VAC5-30-100, 17VAC5-30-120, 17VAC10-20-130 and 17VAC10-20-150) (<https://law.lis.virginia.gov/admincode>)

National Historic Preservation Act of 1966 TITLE I Section 101 (16 U.S.C. 470a) (<https://www.nps.gov/history/local-law/nhpa1966.htm>)

Code of Federal Regulations Title 36 Chapter I Part 60 (36CFR60) ([https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title36/36cfr60\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title36/36cfr60_main_02.tpl))



LEGAL NOTIFICATION FORM

Name of Nominated Individual Property or Historic District: \_\_\_\_\_

Located in City or County (and Town if applicable): \_\_\_\_\_

Legal Tax Parcel # (also provide a copy of the referenced tax parcel map):  
\_\_\_\_\_

Individual Property Owner of Record (as stated on the legal tax record): \_\_\_\_\_

or Main Contact for Historic District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip Code: \_\_\_\_\_

RECORDS CONSULTED

Type of legal records consulted (tax or land records, deed books, online tax records, etc.):  
\_\_\_\_\_

Location of records consulted: \_\_\_\_\_

Online Information – Many local governments now publish property owner information online. If you have used online resources to prepare mailing labels, then DHR **must** have a written statement from the local government verifying that the online information mirrors exactly the in-office records at the time you accessed the information. An email to this effect is acceptable.

Date information was obtained: \_\_\_\_\_

Who obtained the information (print name): \_\_\_\_\_

Signed: \_\_\_\_\_

(The same person who obtained the property owner information should sign this form. A nomination author, property owner, or representative of nomination sponsor may obtain property owner information.)

- Deficient notification is grounds for removing a nomination from a board meeting agenda or removal of historic designation.
- The signer agrees that all the information included with this form has been made available to the Department of Historic Resources in good faith and through best efforts to provide accurate and current information from legal public records.
- If used, online information must be current and complete in order to be used for notification purposes. Online records that use shortened or truncated owner information do not meet the legal standard for notification. Include an email from local government staff that states how often online information is updated.

Please submit this form and accompanying materials to DHR’s Register Program, 2801 Kensington Avenue, Richmond, VA 23221.