

Town of Pound Ridge

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Landmarks and Historic District Commission

Landmark Designation Rules of Procedure

1. The Commission delivers the Landmarks Ordinance and a statement of policy to the party interested in designation.
2. The Commission researches the history of the prospective landmark.
3. The party interested in designation files an application.

Steps 1 through 3 may assume different order ~ Steps 4 through 7 must proceed as listed

4. The Commission tours the site of the prospective landmark.
5. A public hearing is held, usually during the next regularly-scheduled monthly meeting, with at least 15 days' prior notification in the official newspaper. The application is approved, denied, or tabled.
6. The applicant(s) are notified in writing of the Commission's decision, as will the town tax, building and assessment offices should the application be approved.
7. An official name is assigned and a plaque given to the applicant/owner.

Revised April 20, 1997