The Process for Establishing a Local Historic District

1. Citizens ask local legislative body to adopt a resolution to approve a historic district study
2. Local legislative body appoints a Historic District Study Committee
3. Study Committee performs photographic inventory and research
4. Study Committee evaluates resources using National Register of Historic Places criteria
5. Study committee prepares a preliminary historic district study committee report according to Section 3 of PA 169
6. Study Committee officially transmits report to local planning board, SHPO, Michigan Historical Commission and State Review Board
7. At least 60 days after the official transmittal of the report the Study Committee holds a public hearing
8. Study Committee has up to 1 year after the public hearing to submit a final report to the local legislative body
9. Local legislative body votes to approve or reject the proposed historic district
10. A historic district ordinance must be adopted and a historic district commission appointed at the time the historic district is approved
11. Property owners apply to Commission for a Certificate of Appropriateness (COA) before undertaking work in the historic district

See Section 3 of Public Act 169, Michigan’s Local Historic Districts Act for complete requirements. State Historic Preservation Office, Michigan Historical Center 1/02