





## Steps to Designating a Resource to the Ogden Register of Historic Places

Designation is the legal listing of a **site, structure, object, or district** onto the Ogden Register as described in the Ogden City Preservation Ordinance. Any site, structure, building, or natural feature may be designated as a historic resource if it has significant character interest, or value as part of the development, heritage, or cultural characteristics of Ogden City, Utah, or the Nation and if it falls into one of more of the designation categories which are concerned with historic events, prominent people in history, architectural style, craftsmanship, architect, or neighborhood.

1. **Who may nominate:** Proceedings may be initiated by the Landmarks Commission or by an application by the owners, any person, or an association.
2. **Submission of nomination:** Submittal of a nomination application must be received by the 2nd Thursday of each month, by 5:00 p.m. As seen on the attached application, information as to the significance of the resource being nominated must be described and documented. Pictures, both past and present, also may be helpful.
3. **Once the application is received, the Planning Staff will:**
  - Establish a file which includes the application, background research on the building or site (narrative, historic survey rating, National Register information, etc.)
  - Send a certified letter by mail to the owner(s) of record who would be affected by the nomination, at least five business days prior to the Commission consideration of the application in their meeting (also a copy of the Landmarks Ordinance is sent).
  - Inform the Inspection Services Division that the nomination is in progress.
  - Prepare a memo for the Landmarks Commission which describes the history, includes pictures, shows historical documentation, and makes a recommendation based on the criteria included in the Ogden Preservation Ordinance.
  - A copy of the memo is sent to the owners of record and to the applicant(s), if they differ from the owners.
4. **Landmarks Commission Meeting:** The Landmarks Commission meeting is held the fourth Thursday of every month, at 4:30 p.m. in the City Council Chambers, third floor of the Municipal Building at 2549 Washington Boulevard. At the meeting:
  - The Preservation Planner presents the application with his/her recommendations.
  - The applicant is asked to comment.
  - The owner(s) is asked to comment, if different from the applicant.
  - The public is asked to comment if they wish to express concerns.
  - The applicant and/or owner are allowed rebuttals.
  - The Commission reviews the input from the applicant, the owner, the Planner, and the public and decides one of the following:
    - i) Recommending approval of designating the proposal as a historic resource.
    - ii) Recommending denial of designating the proposal as a historic resource.
    - iii) Tabling the proposal for further investigation which cannot extend beyond 60 days from the application date.
5. **City Council Action:** The Landmarks Commission recommendation is forwarded to the City Council, in the form of a letter from the Commission Chair, within 30 days of the Commission's decision. If the recommendation for designation is accepted by the City Council, a public hearing is set. Once the hearing is held with input from the applicant, owner, and public, the Council will decide whether or not to add the resource to the Register. If they approve the designation, they adopt a resolution formally designating the resource to the Ogden Register of Historic Places.
6. **Recording of Designation:** Following the adoption of the resolution, the City Recorder records the designation with the Weber county Recorder's Office to indicate such designation on the official title of the property.
7. **Appeals of City Council Decision:** If you wish to appeal the City Council decision to place the historic resource on the Ogden Register, you must do so to the District Court, provided your appeal is made within 30 days of the Council's decision.