

BDS Fact Sheet: Establishing a Local Historic District



Providing protection of historic properties and development services to the City of Spokane and Spokane County since 1979

The mission of the preservation program is to identify and facilitate the preservation of significant properties over fifty years old, thereby recycling existing structures at a savings to the community and enhancing our quality of life.

Establishing a Local Historic District in Spokane

Before designating a Local Historic District:

1. Compile a recent historic survey, completed to Washington State standards.
2. Obtain National Register district designation.
3. Form a neighborhood historic district study committee of at least five property owners.

Steps for Establishing a Local Historic District:

1. Committee and HPO discuss process and initial tasks.
2. Committee completes initial tasks:
 - Conducts informational meetings with neighborhood homeowners.
 - Prepares educational and promotional material for neighborhood.
 - Conducts property owner opinion surveys to determine level of support (preferably 85%).
3. Committee and HPO review results of initial tasks.
4. Prepare Design Guidelines, based on the Secretary of Interior's Standards for Rehabilitation and the architectural character of the neighborhood. This is typically done by a qualified architect or consultant.
5. Committee submits Local Historic District Nomination application or hires a consultant to prepare the application which includes:

- Completed nomination form
- Street address index
- Map of properties
- Photographs of properties
- Management Agreements (signed & notarized by majority of owners; recommend 85%)
- Design guidelines

6. When HPO determines the application is complete, a public hearing before the Landmarks Commission is scheduled.
7. HPO takes recommendations of Landmarks Commission to City Council for review.
8. If the District is approved by City Council, Management Agreements will be filed with City Clerk's Office for each approved property.
9. Local Historic District properties are eligible for incentives, including a bronze plaque which may be purchased from the city for \$110.
10. City staff monitors alterations to "contributing" properties, demolition of buildings and new construction within district. Owners of contributing properties must follow design review process.

Contact Information

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