

Historic Overlay Districts (HOD) Checklist



- Form a neighborhood committee
- Talk to neighborhood property owners
- Meet with staff

- Neighborhood meeting ★
- Demonstrate neighborhood support

- Fund and prepare designation report
- Raleigh Historic Development Commission meeting ★

- Public meeting ★
- Present report and neighborhood support
- Send report to the state; direct staff to initiate rezoning process

★ Indicates opportunity for public input.

- Form Neighborhood Committee** to discuss neighborhood concerns and goals. Throughout the process organizers should engage with the entire neighborhood.
- Meet with Staff** to discuss eligibility, requirements, and process.
- Meet with Neighborhood.** This is generally a staff-led meeting organized by the community to inform residents of a request and explain benefits and responsibilities of HOD designation and the difference between Streetside and General HODs.
- Demonstrate Neighborhood Support.** This is generally accomplished through door-to-door canvassing or an online poll. Polling information should include the names and physical addresses of signatories. The total number of participants or percentage of addresses polled in the potential district should be tallied.

- Meet with Staff to Allocate/Generate Funding** for hiring an architectural historian to prepare an investigation and report of the proposed district.
- Prepare Historic District Designation Report.** This is either neighborhood or city sponsored depending on funding source.
- Meet with Raleigh Historic Development Commission** with final report for review and recommendation of approval.
- Send Final Report and Citizen Polling** to City Council and request Council to direct staff to initiate the zoning overlay process. If granted, City Council will send to the N.C. State Historic Preservation Office for its analysis and recommendations. The subsequent rezoning process takes 6 to 12 months.



Staff Contacts:

Tania Tully
919-996-2674
tania.tully@raleighnc.gov

Erin Morton
919-996-2632
erin.morton@raleighnc.gov

Collette Kinane
919-996-2649
collette.kinane@raleighnc.gov

For more information please visit www.raleighnc.gov. Search the phrase "Historic Districts" to view webpages related to this subject.

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