

**TEXAS HISTORICAL COMMISSION**

*real places telling real stories*

**Property Owner Notification Form**

The following information is required in order for the THC to process National Register nominations and fulfill proper owner notification procedures. **It is important that this information is accurate and complete. Please type or print the form and complete both sides. Return this sheet along with your nomination draft. Incomplete Owner Notification Sheets may delay processing of your nomination.**

- A. The following must match what's recorded in section 1 of the nomination form.

Historic Name: \_\_\_\_\_

Current Property Name: \_\_\_\_\_

- B. **Location:** The following must match what's recorded in section 2 of the nomination form.

Street & Number: \_\_\_\_\_

City, Town, or Township, ZIP: \_\_\_\_\_

County: \_\_\_\_\_

- C. **Property Owner Notification:** List the name and mailing address of each property owner. **If the owner is a corporation, agency, or other organization, include the name of a contact person legally authorized to represent the company.** *The list of owners can be obtained from either official land recordation records or tax records within 90 days prior to the notification of intent to nominate.*

Single Owner

Name/Contact Name for Company: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Multiple Owners

Number of Owners \_\_\_\_\_ (Please attach list that includes the name, property address and mailing address of each owner.)

If nomination is for a historic district, list the name, address and telephone number of **the local circulated daily or weekly newspaper:**

Name of newspaper: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

- D. When nominating a Historic District please note below if there are any federally owned buildings, such as post offices.

\_\_\_\_\_

- E. **Nomination Prepared By:** The following much match what's recorded in section 11 of the nomination form.

Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Street & Number: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

F. **Chief Elected Officials:** Enter the names and mailing addresses of chief elected officials for **County, City** and/or **Municipality** in which the property is located: **(For current office holders we suggest you call for correct names and addresses)**

For properties located in **incorporated** areas:

Mayor's name or Chief Local Official's name and mailing address:

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For **all** properties:

County Judge name and mailing address:

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G. Certified Local Government representative (to be completed by the THC staff if the property is in the jurisdiction of a Certified Local Government):

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\*\*Below are some helpful web pages that may assist you in finding contact information for elected officials in rural and unincorporated areas.

- <http://www.txdirectory.com/online/>
- <http://www.govengine.com/stategov/texas.html>

