



Historic Designation Process Flowchart*

Pre-application Meeting (Recommended)

Contact the Historic Preservation Division at 816-325-7419 before you submit your nomination form to ask questions, review submittal requirements, and to discuss the review process.

Local Register Designation

- Complete and submit a local designation nomination form to the Independence Historic Preservation Division
- A \$25 fee is associated with this application
- Public meetings are held the first Tuesday of every month
- Application requests are published via a public notice 15 days prior to the meeting

Nominations are reviewed by the Independence Heritage Commission during a regular meeting.

The Heritage Commission makes a recommendation that is forwarded to the Planning Commission.

The Planning Commission reviews the nomination and makes a recommendation that is forwarded to the City Council.

The nomination is considered by the City Council during two readings of the ordinance. If approved, the ordinance is passed and your property is considered historically designated and listed on the Independence Local Register of Historic Places

National Register Designation

- Complete the National Park Service nomination form for historic designation and submit to the Independence Historic Preservation Division.
- A \$25 fee is associated with this application
- Public meetings are held the first Tuesday of every month
- Application requests are published via a public notice 15 days prior to the meeting
- For more information, go to: <http://dnr.mo.gov/shpo/national.htm>

Nominations are reviewed by the Independence Heritage Commission during a regular meeting. A recommendation is then forwarded to the Missouri State Historic Preservation Office (SHPO) in Jefferson City.

If your nomination is recommended for approval by the SHPO, it is then forwarded to the National Park Service in Washington, D.C. for final review and approval.

If final federal approval is received, your property is considered historically designated and added to the National Register of Historic Places.

* This flowchart is intended to give an overview of the designation for the City of Independence and is not exhaustive. For more information go to: <http://www.ci.independence.mo.us/ComDev/HistoricPreservation.aspx> or contact the Preservation Division at 816-325-7419.