




**RULES OF PRACTICE  
CITY OF CHEYENNE  
HISTORIC PRESERVATION BOARD  
Cheyenne, Wyoming**

I hereby certify that the copy attached hereto is a true copy of the Rules of Practice of the Cheyenne Historic Preservation Board which have been amended and which supersede and replace those chapters and sections presently on file in the Office of County Clerk, Laramie County, Wyoming. These amendments were adopted pursuant to the authority granted to the Cheyenne Historic Preservation Board by Wyoming Statute §§ 16-3-101 through 16-3-115, and Cheyenne City Code Chapter 2.64.

Prior to adoption by the Cheyenne Historic Preservation Board, all provisions of State Statute §16-3-103 were complied with.

The effective date of the attached rules of practice is immediately upon filing with the County Clerk of Laramie County.

Signed this 13<sup>th</sup> day of Dec., 2018.

  
\_\_\_\_\_  
Blithe McAndrew, Chair  
Cheyenne Historic Preservation Board

STATE OF WYOMING     )  
  ) ss.  
COUNTY OF LARAMIE    )

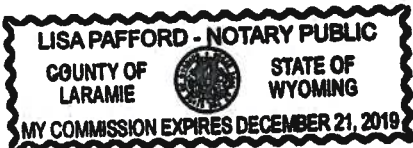
*by Blithe McAndrew, Chair*

The forgoing instrument was signed before me, a notary public, this 13<sup>th</sup> day of December 2018, *on behalf of the City of Cheyenne.*

  
\_\_\_\_\_  
Notary Public

(SEAL)

My Commission expires: 12-21-19



NOTARY PUBLIC  
LISA BARFORD  
COUNTY OF LARAMIE  
STATE OF WYOMING

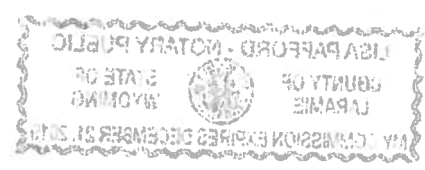
I, the undersigned, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the County of Laramie, State of Wyoming.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Lisa Barford, Notary Public

Notary Public  
Lisa Barford

*[Faint, illegible text, possibly a signature or additional notes]*





**RULES OF PRACTICE**  
**FOR THE**  
**CHEYENNE HISTORIC PRESERVATION BOARD**

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ADOPTED: March 16, 1995  
Updated: November 16, 2000  
Updated: June 28, 2005  
Updated: November 12, 2018

**Staff:**

**City of Cheyenne Planning Office**  
**2101 O'Neil Avenue**  
**Cheyenne, Wyoming 82001**

**(307) 637-6286**



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**CHAPTER I**  
**APPOINTMENT OF MEMBERS**  
**AND**  
**DUTIES AND SELECTION OF OFFICERS**

**Section 1. Creation of Board:** The Cheyenne Historic Preservation Board is created by the Cheyenne Historic Preservation Ordinance, City Code Section 2-64-010et seq.

**Section 2. Board Membership:** The Board shall consist of a minimum of five (5) members and no more than eleven (11) with demonstrated interest, knowledge or experience in historic preservation. At least two of the members shall be knowledgeable in historic preservation, architecture, anthropology, or related fields.

**Section 3. Terms and Appointment:** Members of the Board shall have staggered three (3) year terms, as described in the Historic Preservation Ordinance. Members shall be appointed by the Mayor, subject to approval by a majority of the City Council.

**a.** Any member may resign at any time by giving written notice to the Mayor. Any such resignation shall take effect at the date of the receipt of such notice unless otherwise specified therein. The acceptance of such resignation shall not be necessary to make it effective.

**Section 4: Vacancies:** A vacancy because of death, resignation, removal, disqualification or otherwise shall be filled within sixty (60) days following standard appointment procedure. Appointees will fill the remainder of the vacated term and be eligible for a new three (3) year term following the standard appointment procedure.

**a.** Absence by a member from four (4) consecutive regular Board meetings without being excused by the Board Chair shall result in the Secretary sending such Member a reminder that four (4) consecutive regular meetings have been missed without excuse and that a fifth (5) missed meeting shall be taken as a resignation from the Board. After the fifth (5) consecutive meeting missed, such member shall be deemed to have resigned from the Board and notice will be sent by the Secretary to the Mayor

**b.** No reduction in the authorized number of members shall have the effect of removing any member prior to the expiration of the member's term of appointment.

**Section 5. Removal:** Any member may be removed by the Mayor. The Board may make recommendations to the Mayor concerning removal of members.

**Section 6. Officers:**

**a.** Nomination and election of officers for the upcoming year will be held no later than the January meeting or at the first meeting of the calendar year.

**b.** The officers of the Board shall consist of a Chair, Vice Chair and Secretary.

**c.** The Chair shall be responsible for presiding over and calling to order all regular and special meetings, announcing business to be conducted, providing for swift, orderly and pertinent discussion of questions arising during proceedings and putting them to a vote. The Chair shall also announce the result of the votes and authenticate, by her or his signature when necessary, all acts, orders and proceedings of the Board.

**d.** Upon the absence of the Chair, the Vice Chair shall automatically become the presiding officer of the Board. The Vice Chair shall also be able to sign any documents for the Board in the absence of the Chair or Secretary.

**e.** The Secretary shall be responsible for signing documents appropriate to the office of Secretary; and such other duties as may be assigned by the Board. In the absence of Chair and Vice Chair the Secretary may also preside over a meeting provided a quorum is present.

**f.** Elections of officers shall be by secret ballot. A candidate receiving a majority vote of the entire membership of the Board shall be declared elected (absentee voting is not authorized).



g. Each elected officer shall serve for one (1) year, or until a successor takes office. All officers shall be eligible for reelection in the same officer position for a maximum of three (3) consecutive terms.

h. Any officer elected or appointed by the Board may be removed by the Board whenever, in its judgment, the best interests of the Board may so require.

i. Should an officer position be vacated, at the next regularly scheduled meeting nominations shall be opened and voting shall be by secret ballot. Whomever is elected shall fill the unexpired term of the officer position until all new officer positions are re-elected at the first meeting of the calendar year.

## CHAPTER II

### MEETINGS

**Section 1.** Open Meetings: All meetings and hearings shall be open to the general public.

**Section 2.** Regular Meetings: Regular Board meetings shall be held on the second Tuesday of each month, at time(s) and in location(s) designated by the Chair. The dates and times of the meetings may be changed, or regular meetings may be canceled, upon direction of the Chair, as long as all members of the Board have been notified either by telephone or in writing, to include electronic communication, of the change prior to the meeting.

**Section 3.** Special Meetings: Special meetings may be called on the initiative of the Chair or presiding officer or after such a meeting has been requested by a majority of the Board. The Chair shall notify all members of the Board in advance either by telephone or in writing, to include electronic communication, of a special meeting.

**Section 4.** Minimum Number of Meetings: The Board shall hold meetings at least six (6) times per year.

## CHAPTER III

### TRANSACTION OF BUSINESS

**Section 1.** Quorum: A quorum is a simple majority (one greater than half) of the total current membership of the Board.

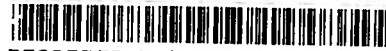
**Section 2.** Transaction of Business: To transact any official business, a quorum must be present. A vote of a majority of the membership of the Board present is required to approve any official business. The Chair shall vote as a member of the Board. Official business requiring a quorum shall only be conducted during an open meeting. No official business shall be conducted in any other manner or format.

Removed Previous Section 3 "Special Dispensation"

## CHAPTER IV

### CONFLICTS OF INTEREST

**Section 1.** Declaration of a Conflict of Interest: Any member of the Board who has a conflict of interest, on any question called to vote, shall notify the Board of such conflict and shall abstain from voting on the matter.



**Section 2.** Board Determination of a Conflict of Interest: Any Board member or any interested party may raise the question about whether any Board member has a conflict of interest. Conflict of interest questions will be limited to matters being considered by the Board. Questions concerning conflicts of interest may be raised at any regular or special meeting of the Board. Any person who may have a conflict is entitled to have the Board consider and vote on the question. A Board member shall abstain from voting on any matter before the Board if the Board determines that member does have a conflict of interest.

## CHAPTER V

### EMPLOYEES AND CONSULTANTS

**Section 1.** Staff: The City may assign a staff employee to the Board to assist the Secretary of the Board in the performance of her/his duties and to perform such other duties as may be assigned by the Chair or as directed by the Planning Director. The City may also assign additional staff to the Board as needed for the Board to perform its assigned duties and responsibilities. Staff may not vote as a part of the Board but may participate in meetings to provide administrative and technical advice and guidance.

**Section 2.** Consultants: The Board may obtain the services of consultants to assist the Board in carrying out the purposes of the Historic Preservation Ordinance or to advise the Board on matters in which members lack sufficient expertise.

## CHAPTER VI

### PUBLIC HEARINGS

**Section 1.** Designation: Public hearings shall be held when properties are considered for historic designation, design guideline appeal, or for demolition or moving permit review.

**Section 2.** Notice: Upon receipt of a petition for designation, design guideline appeal, or a permit for demolition or moving, the Board shall call a Public Hearing. Proper notice shall be served upon all parties of interest and property owners, as required. Notice shall also be published as required by City Code. All public hearings shall be free and open to the public.

**Section 3.** Record: A verbatim record shall be made of all Hearings. Such record may be kept by electronically recording or court reporter.

## CHAPTER VII

### SURVEYS AND STUDIES

**Section 1.** Requirement: The Board shall undertake historical surveys and studies as necessary to compile a list of properties and areas having historic character. The Board shall continually monitor and update this list.

**Section 2.** Maintaining a Historic Property Database: The Board, with the assistance of the Planning Office, shall maintain a complete listing of all properties within its jurisdiction that have been studied and/or surveyed, which shall be known as the Contributing Structures List. The listing will indicate whether a property is non-contributing or contributing, as would apply to listing on the National Register of Historic Places and whether or not it is listed individually or as a part of a district.





**CHAPTER VIII**  
**DESIGNATION OF NATIONAL AND LOCAL HISTORIC**  
**BUILDINGS, DISTRICTS, SITES, STRUCTURES AND OBJECTS**

**Section 1. Responsibilities:**

a. The Historic Preservation Board as the preservation advisory board to the Cheyenne Certified Local Government (CLG) is responsible for determining and recommending to the Governing Body those buildings, structures, objects, districts and landmarks which have historical significance to the community. Those areas to be designated must have local significance but do not meet the standards for national listing.

b. In accordance with the Code of Federal Regulations, National Register of Historic Places, Procedures for State, Tribal, and Local Governments, and the National Historic Preservation Act of 1966 Participation of certified local governments in National Register Nominations, the City of Cheyenne, through its Historic Preservation Board is required to review all nominations to the National Register for properties within its jurisdiction.

**Section 2. Designation Criteria:** The Board shall use the following criteria for designation of local historic buildings, structures, objects districts, and landmarks. These criteria include the basic National Register's Criteria for Eligibility, which are:

"The quality of significance in history, architecture, archaeology and culture is present in districts, sites, buildings, structures and objects that possess integrity of location, design, setting, material, and the physical characteristics of workmanship, feeling and association."

In addition to the above broad criteria, the Board shall also consider the following to be significant factors for consideration of an historic buildings, structures, objects, districts, or landmarks that:

- a. are associated with events that have made a significant contribution to the broad patterns of Cheyenne's history; or
- b. are associated with the lives of persons significant in Cheyenne's past; or
- c. embody the distinctive characteristics of a type, period or method of construction, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- d. have yielded or may be likely to yield information important in Cheyenne history.

**Section 3: Procedures:**

a. The Board shall follow all procedures outlined in Section 2.64.070 of the City of Cheyenne Municipal Code in addition to the following:

(1) The petition shall contain specific and understandable boundaries for area(s) and property(ies) under consideration. The petition shall include a physical and architectural description of the property, its historical significance to Cheyenne, and a statement concerning its integrity of location, design, setting, material, physical characteristics, workmanship, feeling and association. As with National Register listings, individual property owners must approve in writing having their property designated. Fifty percent (50%) of all owners within a proposed district must also approve of the designation before the petition will be considered.

(2) Once a petition is received, a public hearing shall be held, usually at the next regularly scheduled meeting.

(3) A notice of the intent to consider the property in question for designation shall be sent by *Certified Mail* to the property owner(s) of record fifteen (15) days prior to consideration.

(4) A verbatim record will be kept of the information presented at the hearing. Such record may be kept by electronically recording or court reporter.

(5) If designation is approved by the Board then a City Resolution so designating the building, object, site, structure, district or landmark will be drafted for Governing Body action. The Council will then act upon the criteria for that designation by resolution. Once approved by the City Council,



the building, object, site, structure, district or landmark will be added to the City's Contributing Structures List as maintained by the Planning Office. If disapproved then the action is terminated.

## CHAPTER IX

### NATIONAL REGISTER OF HISTORIC PLACES

**Section 1. Opinions:** The Board may review and provide a written opinion on proposed alterations, relocations, demolitions and new construction for buildings within historic districts or upon properties eligible for listing on the National Register. If an opinion is provided, it shall be served upon the party making the request and to the State Historic Preservation Office (SHPO).

**Section 2. Review of Nominations:** The Board shall review all National Register nominations for properties within its jurisdiction. Such nominations should first be submitted to the SHPO. The SHPO shall transmit the nomination to the Board within thirty (30) days of its receipt, along with SHPO recommendations regarding the form, content and merit of the nomination. After allowing reasonable opportunity for public comment, the Board shall prepare a report as to whether or not the property meets the criteria of the National Register. City Staff shall transmit the report of the Board and their own recommendation to the SHPO. The Board shall notify property owners and the preparer of the nomination of its decision.

**Section 3. Notice:** The SHPO is required by National Register Federal Program Regulations to notify all property owners of record.

**Section 4. Expert Advice:** In reviewing nominations, the Board may seek appropriate expertise to consider a nomination, if such expertise is not represented on the Board and is needed to adequately evaluate the nomination.

## CHAPTER X

### DEMOLITION AND MOVING PERMIT REVIEW

**Section 1. Responsibilities:** In accordance with the Code of the City of Cheyenne, Chapter 2.64, Historic Preservation Board, Section 2.64.090, the Board is responsible for review of and approval of all demolition and moving permit applications for structures listed in the Contributing Structures List as maintained by the Planning Department and all structures within the Historic Governors' Mansion Protective Area as described in Section 15.50.030 shall be forwarded to the Cheyenne Historic Preservation Board for review and approval. This section applies to buildings and structures constructed fifty (50) years or more before the date an application for a demolition or moving permit is submitted to the city's Chief Building Official.

**Section 2. Board Requirements:**

- a. The Board review shall be conducted and decision rendered within sixty (60) days of receipt of the referral to the Planning Department or at the Board's next regularly scheduled meeting, whichever occurs first;
- b. If the Board lacks a quorum upon the date and time that the public hearing is scheduled to take place, the Board shall have no further jurisdiction and the Chief Building Official will process the pending demolition or moving permit application in accordance with City Code.
- c. The review shall consist of a Public Hearing at which all interested parties, including the applicant, may submit oral or written comments or other information of relevancy to the Board's decision or as requested by the Board.
- d. If the Board fails to act within the time specified, the permit shall be deemed approved for issuance.



**Section 3. Procedures:**

a. The Board shall follow all procedures outlined in Section 2.64.090 and 15.44 of the City of Cheyenne Municipal Code.

**CHAPTER XI**

**DESIGN GUIDELINE APPEAL**

**Section 1. Requirement:** In accordance with the Code of the City of Cheyenne, Chapter 15.50, Historic Design Guideline (Ordinance No. 3601); Section 15.50.070, Appeal; the Cheyenne Historic Preservation Board is required to convene a Contested Case Hearing pursuant to the Wyoming Administrative Procedure Act, Wyoming Statute § 16-3-101, et seq.

**Section 2. Procedures:**

a. A property owner or designated representative, whose request for a Certificate of Appropriateness as required for any building permit within the Historic Governors' Mansion Protective Area has been denied by the Planning Office, may appeal that decision to the Historic Preservation Board.

b. The appeal must be filed within fourteen (14) days of notification of denial, must be in writing, and must address the applicant's concerns and reasons why he/she feels the proposed design meets the stated requirements of the City's Code.

c. The Board will then convene a Contested Case Hearing. Affected property owners will be notified by mail and the Planning Office will also cause a Public Notice to be placed in a local publication at least fifteen (15) days prior to the hearing.

d. A verbatim record shall be kept of the information presented at the hearing. The Chair or designated Presiding Officer is authorized to swear witnesses. Sworn testimony will be required and evidence may be provided as deemed appropriate. The Board and petitioner (affected parties) may question witnesses. Interested parties, other than the owner or designated representative, may also address issues pertinent to the Board's decision but must do so through the Chair or Presiding Officer.

e. The Board will render its decision at the conclusion of presentation of arguments or within five (5) working days of the closing of the hearing.

**Section 3. Findings of Fact:** The Board shall make findings of fact conclusions of law and enter an order concerning the proposed Design Guideline Appeal. Finding in favor of the applicant will cause a Certificate of Appropriateness to be issued and the project may continue. Finding against the applicant further denies the desired permit and the owner may then either seek further remedy through the judicial system pursuant to Wyoming Statute § 16-3-114 or modify the project to meet the required standards and reapply for the needed permits.

**CHAPTER XII**

**ANNUAL REPORT**

**Section 1. Requirement:** The Board shall prepare an annual report by December of each year which shall cover the time period aligning with Federal fiscal year. The report should summarize the Board's actions on designations and National Register nomination reviews; describe changes to historic districts and landmarks; describe any significant Board activities such as surveys and public education; any board training; provide resumes for new Board members and updated information for continuing Board members; a list of staff and volunteer hours, and other items as required by the SHPO. The report shall also attach an updated Strategic Plan, attendance record of the Board members throughout the year, and all meeting minutes from the year.



**Section 2.** Submission: The annual report shall be submitted to the SHPO by December 31<sup>st</sup> of each year.

**CHAPTER XIII**

**ADDITIONAL POWERS AND DUTIES**

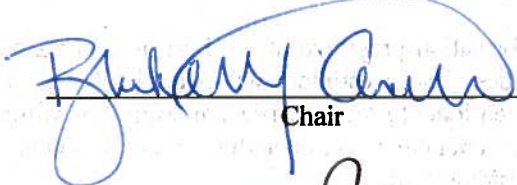
**Section 1.** Amendments: The Board may amend these rules of practice. Before voting may occur, the rules must be publicly noticed as well as open for a 45-day comment period. The vote on the proposed amendment(s) shall be taken at a regular Board meeting.


**Section 2.** Committees: Committees may be established by the Chair to examine specific questions or projects and submit findings to the Board as a whole.

**Section 3.** Reconsideration: The Board may vote to reconsider any designation decision previously made. A matter may be reconsidered by the Board only once. When the Board votes to reconsider a designation, hearing and notice procedures shall be the same as those required for the original designation decision.

**AUTHORITY**

PRESENTED, READ AND ADOPTED THIS 13<sup>th</sup> DAY OF Nov., 2018.

  
\_\_\_\_\_  
Chair

Attest:   
\_\_\_\_\_  
Secretary



**DEFINITIONS**

*The following terms, as used in the City Code and these Procedures, are defined as:*

- Aesthetic** Any area, building, structure, or landmark that provides a sense or perception of art, beauty, or value.
- Alteration** Any change, addition, or modification in construction to the exterior of a building that modifies its structural appearance. This shall not be construed to include painting or cleaning.
- Appeal** The legal process of taking a “denial decision” from the Historic Preservation Board on a Demolition Permit Review to the next higher authority, i.e., The Cheyenne Board of Appeals.
- Appropriate** In accordance with established law, code, or common practice.
- Archeological History** The time, location, culture, and remains of the past human life, activities, or habitation form the basis for determining the relevance to history.
- Archeological Significance** Possessing historic or prehistoric cultural or material remains of the past human life, activities, or habitation that is significant (important based on established criteria).
- Architectural History** Facts concerning the date, architect, builder, form, style, materials, or location of a particular building, structure, or an area form the basis for determining relevance to history.
- Architectural Significance** Possessing unique factors of design, style, method of construction, or location that are significant based on established criteria.
- Area** A geographic location that has historical significance. An area may have a structure(s), be a park or cemetery, or be simply open land.
- Board** The Cheyenne Historic Preservation Board.
- Certified Local Government** A Certified Local Government (CLG) is a local government which has been certified by the U.S. Department of the Interior, the National Park Service, and the Wyoming State Historic Preservation Office (SHPO) to participate under the provisions of the National Historic Preservation Act of 1966. In this case, the City of Cheyenne is so designated and certified.
- Certificate of Appropriateness** A form issued by the Cheyenne Planning Office which indicates its approval of an applicant’s proposed alteration, improvement or new construction. The Certificate, along with a raised certificate seal placed on the approved architectural drawing, rendering or formal plan submitted by the applicant, will be required by the City’s Building Department before approving any building permit.
- Chair(person)** The duly elected head of the Board.



- Contested Case Hearing** As applies to the Design Guideline Appeal process by the Board, the term is used to explain the type of hearing that will take place in a situation where a property owner of record disagrees with the decision of the Planning Office and a formal request for the decision to be overturned has been referred to the Board.
- Contributing Historic Structure** Any building, structure, or object that meets the established National Park Service's criteria for inclusion in the National Register of Historic Places.
- Cultural Heritage** The passing down from one generation to another those aspects of culture that are significant to specific periods of time.
- Cultural Significance** Importance is derived from the culture to which the art, humanity, or science evolved or was acquired.
- Demolition** Any act or process that destroys or removes seventy-five percent (75%) or more of the exterior walls of a building, structure, or object.
- Demonstrated Interest** A person who by their education, profession, skills, or hobbies shows the ability to sit on the Board and effectively represent the best interests of the citizens of Cheyenne as relates to the preservation of its historic past.
- Designation Criteria** Prestablished list of requirements used to determine the eligibility of a building, structure, or object for designation (inclusion) in the National Register of Historic Places.
- Documentary Evidence** Documentary proof of specific information presented to or before the Board.
- Expert Testimony (Historic Character)** Information concerning the historic character of a building, structure, or object presented by an individual that is recognized as an expert in the field.
- Feature** The specific structure, form, or appearance of a building, structure, or object.
- Historic** Includes, but not limited to, cultural, artistic, social, economic, ethnic, or political heritage.
- Historic Architecture** A building, structure, or object that possess an architecture that is distinctive to its place in history or was designed by a renowned architect of the period.
- Historic Character** Possessing historic attributes or features that are distinctive.



<b>Historic Design Guideline</b>	The general term given to the requirement for the architectural appearance of any structure and its associated landscape to maintain the historic character (architectural, cultural, esthetic, or related value to the community) as applied to an area to be protected.
<b>Historic District</b>	An area designated by ordinance contained within definable geographic boundaries, properties, or buildings, that may or may not be landmarks but which contribute to the overall historic character of the designated area.
<b>Historic Interest</b>	A concern for the historic value of a building, structure, site, or object.
<b>Historic Landmark</b>	An individual structure or group of structures on a single lot, a site, an area, a district, or a combination thereof, having special historical, architectural, cultural, or aesthetic value.
<b>Historic Place</b>	Any geographic area or site that meets the established criteria of the National Park Service for inclusion in the National Register of Historic Places.
<b>Historic Preservation</b>	The act of preserving buildings, sites, objects or districts that possess exceptional historic value or quality.
<b>Historical Significance</b>	Possessing exceptional historic value or quality based on the integrity of the established criteria for inclusion in the National Register of Historic Places.
<b>Historic Value</b>	A building, structure, or object that possesses value based on its history.
<b>History</b>	The chronological record of significant events or the knowledge that records and explains past events.
<b>Improvement(s)</b>	Any building, structure, landscaping, or other object that is physically added to a property.
<b>Landmark</b>	A building or structure of unusual or significant historical or aesthetic interest.
<b>National Register of Historic Places</b>	The National Register of Historic Places is the Nation's official list of cultural resources worthy of preservation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. Properties listed in the Register include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archeology, engineering, and culture. The National Register is administered by the National Park Service, which is part of the U.S. Department of the Interior.



<b>Notification of Designation</b>	Formal legal procedure established for the notification of property owners that their property has been designated as a contributing or non-contributing structure in the National Register of Historic Places.
<b>Protective Area</b>	A geographical area, legally defined by City Code that is described by block and lot number, that requires special measures to protect its sense of place in the community and its historic significance.
<b>Public Hearing</b>	A special meeting of the Preservation Board for which there is a specific agenda and for which a formal Public Notice is required.
<b>Public Meeting</b>	Routine meeting of the Preservation Board which shall be announced in advance in the local newspaper and which is open to the public.
<b>Relocation</b>	Any repositioning of a building on its site or moving it to another site.
<b>Rehabilitation</b>	The repair, preservation, and/or improvement made to a building or structure.
<b>Restoration</b>	The act of restoring or condition of bringing back to a former condition.
<b>Significance</b>	Something that conveys or implies the quality of being important.
<b>Structure</b>	Anything constructed or erected that requires location on the ground or attached to something having location on the ground.
<b>Survey</b>	Relating to historic preservation, the physical examination of a building, structure, or area to determine whether it meets the criteria for consideration as contributing to the historical significance of the community. A survey may be as informal as a physical inventory of properties within a specific area or a formal survey that follows an established format. A formal survey includes not only a physical evaluation of the current condition of the property but also a detailed record review to establish its history and historical significance. The formal survey format is as established by the National Park Service and the State Historic Preservation Office.