

# LOCAL HISTORIC LANDMARK APPLICATION INSTRUCTIONS



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This application initiates preliminary consideration of a property for local historic landmark status. This does not mean that a property is being designated as a local historic landmark at this time, nor does this application constitute a local historic landmark nomination form. This application will be reviewed by the property committee of the Historic Resources Commission. If the property meets the minimum requirements for consideration as a local historic landmark you will be notified by the committee on how to continue the nomination process. **This application enables evaluation of a property to determine if it is likely to qualify as a local historic landmark.**

The Historic Preservation Commission (HPC) will evaluate your preliminary application and form a subcommittee to visit the site. If approved by the committee, the property will be placed on the study list. Applicants will be notified of the committee's action in writing shortly after the meeting. Once a property is approved for the study list, a formal nomination may be prepared.

Please consider carefully the following information which explains the minimum criteria to be considered as a local historic landmark property and the subsequent effects of local historic landmark designation.

### **Minimum requirements:**

The property to be designated must exist within the planning and zoning jurisdiction of the city.

The property must be found to be of special significance in terms of its historical, pre-historical, architectural, or cultural importance and possess integrity of design, setting, workmanship, material, feeling, and association.

### **Designation Effects:**

The property is eligible to receive a fifty (50) percent annual deferral of the city and county property taxes for as long as the property is designated and retains special significance and integrity.

If your property becomes a local historic landmark, no exterior portion of any building or other structure, including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant feature shall be erected, altered, restored, moved, or demolished until after a complete application for a Certificate of Appropriateness has been submitted and approved.

Please call the Community Development Department at 252-329-4486 with any questions about the process or a potential Landmark.

# LOCAL HISTORIC LANDMARK APPLICATION



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Please type, if possible, or print clearly. All submitted materials become the property of the Historic Preservation Commission and cannot be returned.

1. **HISTORIC NAME OF PROPERTY** (If historic name is not known, use current name or address):  
\_\_\_\_\_

2. **LOCATION** (Physical location, not mailing address)

A. Street or State Route/Highway: \_\_\_\_\_

B. Deed Book and Page Number: \_\_\_\_\_

C. Local or National Register District, if applicable: \_\_\_\_\_

3. **LEGAL OWNER OF PROPERTY** (Please indicate Mr., Mrs., Ms., Dr., or other appropriate title)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

4. **GENERAL INFORMATION**

A. Dates(s) of Building(s): \_\_\_\_\_

B. Outbuildings: Yes \_\_\_ No \_\_\_ If yes, number \_\_\_\_\_

C. Have any buildings on the property been moved? Yes \_\_\_ No \_\_\_

If yes, please give date of move and the reason for and details of the move.

\_\_\_\_\_  
\_\_\_\_\_

(Use an additional sheet if necessary.)

D. Approximate Acreage: \_\_\_\_\_

E. Most recent assessed value: \_\_\_\_\_

F. Architect and/or Builder/Mason (if known): \_\_\_\_\_

G. Original Use: \_\_\_\_\_

H. Present Use: \_\_\_\_\_

5. **ARCHITECTURAL DESCRIPTION**

On an attached 8 1/2" x 11" sheet, briefly describe architectural features, additions, remodelings, and any alterations not apparent in photographs. Also, describe the setting, e.g. rural, downtown neighborhood, etc.

6. **HISTORY**

On an attached 8 1/2" x 11" sheet, describe any significant events, personages and/or families associated with the property. (Detailed family genealogies are not necessary.) Please cite sources and list any additional sources of information. Only material contained on the form will be used

for evaluation.

7. **REASON FOR REQUEST:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **PHOTOGRAPHS**

At least two current exterior color photographs must be provided. Photographs **MUST BE LABELED** (name of structure, address, county). Current interior views and views of other buildings on the property would also be helpful. If the property is in a developed setting, such as a residential-neighborhood or a business district, include slides of adjoining streetscapes and indicate how-these views relate to subject property. Current exterior and interior photographs (preferably black and white) would also be helpful. Good photocopies of photographs are acceptable.

Note: If photographs are not included, the staff can make an informal evaluation of the property, but it cannot be presented to the Review Committee.

9. **MAP**

Please include a map showing the location of the property. A sketch map is acceptable, but please note street and route numbers. Any outbuildings on the property should also be noted. Please include a "North" arrow.

10. Is the property income producing? Yes \_\_\_ No \_\_\_ if so, will the applicant seek the Rehabilitation Tax Credit? Yes \_\_\_ No \_\_\_
11. Has the property ever been surveyed by the State Historic Preservation Office or during a local historic building survey? If so, when and by whom?  
\_\_\_\_\_

12. **APPLICANT OR CONTACT PERSON INFORMATION** (If other than owner)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

13. This application is submitted (check one of the following):  
\_\_\_\_\_ at the request of the owner.  
\_\_\_\_\_ with the owner's knowledge but not at his or her request.  
\_\_\_\_\_ without the owner's knowledge.
14. Are you also applying for Interior Designation? Yes \_\_\_ No \_\_\_

Mail the completed application to:  
Domini Cunningham, Staff Liaison to the Historic Preservation Commission  
P.O. Box 7207  
Greenville, NC 27835-7207