

LOCAL HISTORIC LANDMARK APPLICATION INSTRUCTIONS



Find yourself in good company



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. This application will be reviewed by the Selection Committee of the Historic Preservation Commission to determine if the property is 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.

If the property meets the minimum requirements for consideration as a local historic landmark you will be notified on how to continue the nomination process. A more detailed survey will be needed for a formal nomination, which will be reviewed by the NC State Historic Preservation Office. A copy of the checklist for the SHPO is included with this application.

This application must be signed by the property owner(s).

LOCAL HISTORIC LANDMARK APPLICATION



Find yourself in good company

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**

A. Address : _____

B. Deed Book and Page Number: _____

C. Local or National Register District, if applicable: _____

3. **LEGAL OWNER OF PROPERTY**

NAME(S): _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

4. **GENERAL INFORMATION**

A. Dates of Construction: _____

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 a separate sheet of paper, 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 a separate sheet of paper, 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. **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 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.

8. **MAPS**

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.

9. Is the property income producing? Yes ___ No ___ if so, will the applicant seek the Rehabilitation Tax Credit? Yes ___ No ___

10. 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?

OWNER ACKNOWLEDGEMENT

I/We, _____, understand that if my property is designated as a Local Landmark by the Greenville City Council 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 by the Historic Preservation Commission.

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. Once designated, the City will provide you the necessary documentation so that the property owner can apply for the tax deferral at the Pitt County Tax Assessor's Office.

Property Owner

Property Owner

Mail the completed application and supporting documentation to:
City of Greenville
Planning Division, Historic Preservation
P.O. Box 7207
Greenville, NC 27835-7207

Or hand-deliver to: 201 West 5th Street
Greenville NC 27835