

## APPLICATION FOR HISTORIC LANDMARK DESIGNATION

### **Preparing Your Application:**

Please use black ink or type and use paper no larger than 11" x 17" for the required supporting information. Capital Area Preservation (CAP) staff is available to advise in the preparation of applications.

### **Filing Your Application:**

When completed, the attached application will initiate consideration of a property for designation as a local historic landmark. The application will enable the Wake County Historic Preservation Commission (WCHPC) to determine whether the property qualifies for designation.

Mail the application to Capital Area Preservation, PO Box 28072, Raleigh, NC, 27611. Submitted materials become the property of the Wake County Government and will not be returned. Incomplete applications may be returned to the applicant for revision. CAP staff will contact applicants after receiving an application to discuss the next steps of the designation process (see *Landmark Designation Q & A* for more information). Please feel free to contact CAP with any questions at 919.833.6404, or e-mail at [info@cappresinc.org](mailto:info@cappresinc.org). CAP can be found on the web at [www.cappresinc.org](http://www.cappresinc.org).

***Thank you very much for your interest in protecting Wake County's historic resources!***

*\*The guidelines developed for this application are based on the evaluation process used by the National Register of Historic Places. National Register evaluation principles regarding criteria, category classifications, and integrity have been adapted for local applications.*

### **1. Name of Property**

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

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

### **2. Location**

Please include the full street address of the property, including its local planning jurisdiction. Wake County Property Identification (PIN) and Real Estate Identification (REID) Numbers can be found at the Wake County property information website at <http://imaps.co.wake.nc.us/imaps/mainpage.htm>, or by contacting the Wake County Planning Department.

Street Address: \_\_\_\_\_

Planning Jurisdiction: \_\_\_\_\_ PIN Number: \_\_\_\_\_ REID: \_\_\_\_\_

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

Current Tax Value of Property: \_\_\_\_\_

### **3. Owner Information (If more than one, list primary contact)**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Ownership (check one):  Private  Public

### **4. Applicant/Contact Person (If other than owner)**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

5. **Signatures**

*I have read the general information on landmark designation provided by the Wake County Historic Preservation Commission and affirm that I support landmark designation of the property defined herein.*

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

(If different from owner)

OFFICE USE ONLY: Received by: _____	Date: _____
-------------------------------------	-------------

6. **General Data/Site Information**

Date of Construction and major alterations and additions: \_\_\_\_\_

Number, type, and date of construction of outbuildings: \_\_\_\_\_

A. Approximate lot size or acreage: \_\_\_\_\_

B. Architect, builder, carpenter, and/or mason \_\_\_\_\_

C. Original Use: \_\_\_\_\_

D. Present Use: \_\_\_\_\_

7. **Classification**

A. **Category (select type from below):** \_\_\_\_\_

- **Building** – created principally to shelter any form of human activity (i.e. house, barn/stable, hotel, church, school, theater, etc.)
- **Structure** - constructed usually for purposes other than creating human shelter (i.e. tunnel, bridge, highway, silo, etc.)
- **Object** - constructions that are primarily artistic in nature. Although movable by nature or design, an object is typically associated with a specific setting or environment (i.e. monument, fountain, etc.)
- **Site** - the location of a historic event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value, regardless of the value of any existing structure (i.e. battlefields, cemeteries, designed landscape, etc.)

B. **Number of Contributing and non-contributing resources on the property:**

A contributing building, site, structure, or object adds to the historic associations, historic architectural qualities, or archeological values for which a property is significant because it was present during the period of significance, relates to the documented significance of the property, and possesses historic integrity or is capable of yielding important information about the period.

	<b><u>Contributing</u></b>	<b><u>Non-contributing</u></b>
<b>Buildings</b>	_____	_____
<b>Structures</b>	_____	_____
<b>Objects</b>	_____	_____
<b>Sites</b>	_____	_____

Previous field documentation (when and by whom): \_\_\_\_\_

*Please contact the Survey Coordinator at the State Historic Preservation Office to determine if the property is included in the Wake County survey (919.807-6573).*

National Register Status and date (listed, eligible, study list): \_\_\_\_\_

*Please contact the National Register Coordinator at the State Historic Preservation Office to determine National Register Status (919.807-6587).*

8. **Supporting Documentation** (Please type or print and attach to application on separate sheets. Please check box when item complete.)

**A. Physical Description Narrative of All Resources on the Site**

For primary resource, describe overall form, number of stories, construction materials, roof shape, porches, windows, doors, chimney, important decorative elements, and significant interior features whether or not the interior is being proposed for designation. Provide number, type and location of outbuildings, with an entry on each that includes construction date and brief description. Provide description of landscape and setting of all buildings, structures, etc. on the property.

**B. Historical Background Narrative**

Chronology of the property and its owners, including any historical events or historic persons associated with the property, presented in paragraph form.

**C. Significance Statement**

In a clear, concise statement tell why the property meets the criteria for local designation. Please refer to pages 47-48 in *The Handbook for Historic Preservation Commissions in North Carolina* when preparing statement of significance. A link to the Handbook can be found on the SHPO website site at <http://www.hpo.ncdcr.gov/commhome.htm>. Specifically refer to the Criteria for Significance and Aspects of Integrity. Also state if the property rises to the level of significance needed for designation when compared with all others of its style, type and period in the county, town or city. For example, a building or structure might be a community's only surviving examples of Greek Revival architecture or it may be a unique local interpretation of the Arts and Crafts movement.

**D. Landmark Boundary**

Describe the land area to be designated, address any prominent landscape features. Clearly explain the significance of the land area proposed for designation and its historical relationship to the building(s), structure(s) or object(s) located within the property boundary or, in the case of sites, the historical event or events that make the land area significant. For buildings and structures, the designated land area may represent part of or the entire original parcel boundaries, or may encompass vegetative buffers or important outbuildings. For objects, the designated land area may continue to provide the object's historic context (i.e., a statue's historic park setting). For sites, the designated area may encompass a landscape that retains its historic integrity (i.e. a battlefield encompassing undisturbed historic view sheds).

**F. Bibliography**

Bibliography of sources consulted.

**9. Photographs**

All photographs are required to be **digital, in JPEG (.jpg) format, and submitted on a CD or DVD**. Please note the following requirements:

- **Minimum Standard: 6.5" x 4.5" at a resolution of 300ppi** (a pixel dimension of **1950 x 1350**)
- **File Size**: There is no maximum or minimum for the file size of an image; however, smaller file sizes may be necessary when emailing images.
- **Proof Sheet**: Proof sheets are required to show what is on a CD or DVD without having to load the disk. Proofs may be printed in either color or black and white as long as the images are crisp and legible. There should be a minimum of four and a maximum of six proofs per 8.5" x 11" sheet, with no image smaller than 3.25" on its longest side. Proofs should be labeled as they appear on the disk.
- **Naming Images**: Please label image files for the Local Designation Application as follows:

LM\_PropertyName Description.jpg  
Example: LM\_Smith House\_front façade.jpg)

For buildings and structures, include exterior photos of all elevations of the primary resource and any other contributing and non-contributing resources; photos of details of significant exterior features, such as notable trim; photos of the main building or structure within its setting; photos of each significant landscape feature; and photos of notable interior spaces, significant trim and other features. For objects, include a view of the object within its setting, as well as a variety of representative views. For sites, include overall views and any significant details.

**10. Floor Plan (for buildings and structures)**

Please include a floor plan showing the original layout, approximate dimensions of all rooms, and any additions (with dates) to the building or structure. Drawings do not have to be professionally produced nor do they need to be to exact scale, but should accurately depict the layout of the property. (Building sketches from the Wake County property information website are not acceptable.)

**11. Maps**

Include two (2) maps: one (1) clearly indicating the location of the property in relation to nearby streets and other buildings, and one (1) showing the proposed landmark boundary of the property and all significant resources. Tax maps with the boundaries of the property are preferred, but survey or sketch maps are acceptable. Please show street names and numbers and all structures on the property.