



LOCAL HISTORIC LANDMARK APPLICATION

Tracking Information (Staff Only)			
Case Number:	Date rec'd:	PID:	PIN:
Fee:	Rec'd by:	Case Planner:	
Jurisdiction:	Tax Value:	SHPO Mailout:	Method:
Local District :		SHPO Response:	Recommendation:
National Register District:		DHPC Meeting:	Recommendation:
Individually Listed NR: <input type="checkbox"/> Yes <input type="checkbox"/> No		Governing Body:	Action:
Approved Landmark Name:			

Applicant	
Name:	
Contact Person:	Telephone:
Address:	Fax:
City/State/ZIP:	Email:

Owner	
Name:	
Contact Person:	Telephone:
Address:	Fax:
City/State/ZIP:	Email:

Property Information
Address:
Proposed Landmark Name:
Period of Significance:
Most Recent Renovations (date and type):

Landmark Criteria

To be eligible for Local Historic Landmark Status a property must meet at least one of the criteria listed below. Indicate which criteria this property fits into. Check all that apply.

- The property is associated with events that have made a significant contribution to the broad patterns of local, regional, or national history.
- The property is associated with the lives of persons significant in local, regional, national history.
- The property embodies the distinctive characteristics of a type, period, or method of construction, represents the work of a master, or possesses high artistic values (i.e., the architecture alone is significant in its own right).
- The property has yielded or may be likely to yield, information important to Durham's history or prehistory.

Application Attachments

The following items must be submitted as part of this application:	Required	Optional
<p>1. Written Description: Provide a thorough written description of the property/structure and its significance. The description should include all of the following elements:</p> <ul style="list-style-type: none"> a. Description of the existing physical attributes of the property including the architecture (style, design, materials, notable features, etc.), and the site. b. If the property has undergone any alterations from its original state, describe the original characteristics of the structure, the nature of the alterations, and when the alterations occurred. There should be documentation of what features are original to the structure, and what features are the results of later renovations or additions. c. Description of how the property meets the Landmark Criteria selected above, including documenting the relative uniqueness of this property in the context of the period of significance and today. Important cultural history, architects, builders and early owners should be included if known. 	<p>12 copies</p>	
<p>2. Other Explanatory Material: Applicants may submit any other supporting statements, drawings, or materials that they believe will assist in determining the historical significance of the property.</p>		<p>12 copies</p>
<p>3. Photographs Content: Include photographs clearly showing all sides of the exterior of the building as it exists today. Provide at least one image showing the entire site from a distance. In addition, photos of significant architectural details are highly recommended. If available, historic photographs should also be submitted, especially if they show the structure during the time listed as the period of significance. Any notable interior features should also be photographed and submitted; however, general photographs of the interior are not required. Format: Photographs should be full color (except for historic photos), and either digital at 300 dpi resolution minimum (submitted on CD), or prints at least 8x10 inches minimum. Smaller prints, lower resolution images, or images of poor quality shall not be accepted.</p>	<p>1 CD or 12 prints</p>	
<p>4. Application Fee: A check made payable to the City of Durham in the amount of \$803.00 is required as part of this application.</p>	<p>✓</p>	
<p>5. Recording Fee: A fee for the recording of the landmark with the Register of Deeds will be required if the landmark is approved by the governing body. Recording fees are set by Durham County and are approximately \$17 (but can vary due to the number of pages).</p>		<p>✓ (if approved)</p>

Process Overview

Pre-submittal Meeting: Prior to submitting a landmark application, prospective applicants are required to meet with Planning Department staff to review their potential application, discuss the property's merits, and gather detailed information about the landmark designation process. A pre-submittal meeting may be scheduled by contacting: *Lisa Miller at (919) 560-4137, ext. 270 or Lisa.Miller@durhamnc.gov.*

Application Review Process: Landmark applications are accepted and processed by Planning Department staff. As part of the staff review a staff report is prepared for each case. Once the reports are finalized they are forwarded, along with a complete set of the application materials provided by the applicant, to the State Historic Preservation Office for their review and comment. After the State's review period their comments are forwarded with the staff report and complete application package to the Durham Historic Preservation Commission for a public hearing. If the Commission issues a favorable recommendation for the case it is then forwarded to the respective governing body (either the Durham City Council or the Durham County Board of Commissioners). The governing body also holds a public hearing on each case and then renders a decision.

Submittal Instructions

Deadline: Applications must be submitted between January 1 and April 1 for consideration in the current calendar year. Applications received outside of this timeframe will be processed during the following calendar year.

Submit To: Lisa Miller, Planner
Durham City-County Planning Department
101 City Hall Plaza
Durham, NC 27701

Certification

I (We), the undersigned, do hereby make an application for the designation of the above referenced property as a Durham Historic Landmark.

I (We) certify that all the application is complete and accurate, and I (We) understand that incomplete or inaccurate information may invalidate this application.

Owner Signature

Date