



Durham City-County Planning Department

# LOCAL HISTORIC LANDMARK APPLICATION

Planning

Property Information			
Site Address:		PID:	PIN:
Historic Name of Property:			
Date of Original Construction:		Original Architect/Builder:	
Original Use:		Present Use:	
Local District :		National Register District:	
Individually Listed NR: <input type="checkbox"/> Yes <input type="checkbox"/> No	Acreage:	Assessed Value:	Jurisdiction:
This application is submitted: <input type="checkbox"/> at the request of the owner <input type="checkbox"/> with the owner's knowledge but not at his or her request <input type="checkbox"/> without the owner's knowledge			

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

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

Certification	
I (We), the undersigned, do hereby make an application for the listing of the above referenced property on the study list for Durham Historic Landmarks, 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

Tracking Information (Staff Only)		
Date rec'd:	Rec'd by:	Fee:
HPC Date:	Final Action:	Action Date:

## Application Information

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 Durham Historic Preservation Commission. **This application enables evaluation of a property to determine if it is likely to qualify as a local historic landmark.**

The Historic Preservation Commission will evaluate your preliminary application at one of their regularly scheduled meetings and visit the site. If approved by the Commission, the property will be placed on the study list. Applicants will be notified of the Commission's action in writing. Once a property is approved for the study list, a formal local landmark designation application may be prepared.

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

### Criteria for Designation

1. A building, structure, site, area, or object may be considered for designation as an historic landmark only if all of the following three criteria are met:
  - a. The property must not currently be undergoing renovation unless it has been approved for state or federal tax credits in accordance with the Secretary of Interior Standards;
  - b. The HPC must deem and find that the building, structure, site, area, or object meets at least one of the following criteria:
    - (1) Individual listing on the National Register of Historic Places or on the Study List
    - (2) Statewide Significance status granted by the State Historic Preservation Office;
    - (3) Integrity of location, design, setting, materials, and workmanship, feeling, and association on the whole, and;
      - (a) Is associated with events that have made a significant contribution to the broad patterns of local, regional, or national history; or
      - (b) Is associated with the lives of persons significant in local, regional, national history; or
      - (c) Embodies the distinctive characteristics of a type, period, or method of construction; represents the work of a master; possesses high artistic values (i.e., the architecture alone is significant in its own right); or
      - (d) Has yielded, or may be likely to yield, information important to Durham's history or prehistory.
  - c. The governing body must deem and find that the property possesses distinction within the context or period of significance.
2. A property shall be designated as a historic landmark only with the consent of the property owner or owners.

## Application Attachments

The following items must be submitted as part of this application:	Required	Optional
<p><b>1. Written Description:</b> Provide a thorough written description of the property/structure and its significance. The description should include all of the following elements:</p> <ol style="list-style-type: none"> <li><b>a. General Architectural Description</b> - 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.</li> <li><b>b. History</b> - On an attached 8½"x11" sheet, briefly note any significant events, personages and/or families associated with the property. (Detailed family genealogies are not necessary.) Please list any additional sources of information. Only material contained on the form will be used for evaluation.</li> <li><b>c. Reason for Request</b> – On an attached 8½"x11" sheet, briefly describe why you are seeking local landmark designation for the property in question.</li> </ol>	<p><b>1 copy</b></p>	

<p><b>2. Photographs:</b> At least two current exterior color photographs must be provided. Photographs <b>MUST BE LABELED</b> (e.g., 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 color photographs are recommended. Good photocopies of photographs are acceptable.</p>	<p><b>1 CD or 1 set of prints</b></p>	
<p><b>3. Map:</b> Please include a map showing the location of the property. A sketched map is acceptable, but please note the street and route numbers. Any outbuildings on the property should also be noted. Please include a "North" arrow.</p>	<p><b>1 copy</b></p>	

**Submittal Instructions**

**A pre-submittal meeting is required at least 48 hours prior to submitting your Historic Landmark Application.**

**Submit To:**

Historic Preservation Planner  
Durham City-County Planning Department  
101 City Hall Plaza, Ground Floor, Suite G500  
Durham, NC 27701