



Durham Historic Landmark Pre-Submittal Conference

Development
Services Center

City-County Development Services Center:

101 City Hall Plaza, Durham, NC 27707 | preservation@durhamnc.gov | 919-560-4137

This form summarizes issues discussed at the pre-submittal conference. **Should a Durham Historic Landmark application be submitted, a copy of this form must be included.**

APPLICANT

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

GENERAL SITE INFORMATION

PIN(s) and Location Description:		
Total Acreage:	Existing Zone(s):	Overlay(s):
Proposed Historic Landmark Name:		Jurisdiction:
Renovations of Property (previous or current):		
Historic Designations: <input type="checkbox"/> Local District <input type="checkbox"/> National District <input type="checkbox"/> Individual Listing on National Register <input type="checkbox"/> Architectural Inventory		

SCHEDULE

The Durham Historic Landmark application may be submitted between January 1 and April 1 each year and may only be submitted once the property is listed on the study list for local historic landmarks. Applications shall be reviewed for completeness at intake.

SIGNIFICANCE

Period of Silence	
Criteria Met	

POSSIBLE ISSUES

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APPLICATION MATERIALS

<https://dsc.durhamnc.gov/174/Permits-and-forms> -Click Planning then scroll down to *4.Historic District Development*

UDO QUICK-REFERENCE		HISTORIC LANDMARK APPLICATION FEE	
Historic Landmark Designation	Section 3.16	Base Fee	\$800.00
Historic Districts and Landmarks Overlay	Section 4.10	4% Technology Surcharge	\$32.00
Certificate of Appropriateness	Section 3.17	Notification Fee	\$555.00
Demolition by Neglect	Section 3.18	Total Fee:	\$1,413.00 (Payable to City of Durham)

STAFF CONTACT INFORMATION			
Planning	Karla Rosenberg, AICP	919-560-4137 ext. 28259	preservation@durhamnc.gov

PRE-SUBMITAL CONFERENCE (STAFF USE ONLY)	
Meeting Date:	Pre-Submittal Number:
Staff Present:	Applicant(s) Present:

FOLLOW-UP ISSUES (STAFF USE ONLY)

To the applicant: Upon formal submittal, thorough review and site visits will be conducted by several City/County departments. Other issues may arise that were not identified in this preliminary discussion.