



City of Salisbury
Development Services
132 North Main Street
Salisbury, NC 28144
Ph. 704.638.5207
Fax 704.638.8494

HISTORIC LANDMARK PRE-APPLICATION

Property Information

Site Address:		Rowan County Parcel ID(s):	
Historic Name of Property:			
Date of Original Construction:		Original Architect/Builder:	
Original Use:		Present Use:	
Local Historic 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 Salisbury 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

Application Information

This application initiates preliminary consideration of a property for historic landmark status. This does not mean that a property is being designated as a historic landmark at this time, nor does this application constitute a historic landmark nomination form. This application will be reviewed by the Salisbury Historic Preservation Commission. **This application enables evaluation of a property to determine if it is likely to qualify as a historic landmark.**

The Historic Preservation Commission will evaluate your preliminary application at one of their regularly scheduled meetings. 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 historic 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 a 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 Salisbury'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.

Survey and Research (S/R) Report Information

In most instances it will be your responsibility to have a Survey and Research (S/R) Report prepared which documents the historic, cultural and architectural significance of your property. The S/R Report must comport to professional standards established by the Historic Preservation Commission. Applicants may complete the report on their own if they so choose. For applications that are more complex, you may also choose to obtain the services of professional consultants. Fees should be negotiated between you and the consultant you choose. The North Carolina Division of Archives and History maintains a list of consultants.

You should only contact a consultant after your property has been placed on the Study List of prospective historic landmarks by the Historic Preservation Commission. Otherwise, you may be spending money needlessly. Additionally, the hiring of a consultant and the preparing of the necessary documentation by him or her does not preclude the possibility that the Historic Preservation Commission might vote against recommending the property for historic designation or that the local governing board may vote not to designate the property.

You should make clear to the consultant that the consultant will be responsible for:

1. Preparing a Survey and Research Report and supplying paper and electronic copies of same to the Historic Preservation Commission.
2. Taking record photographs of the property and submitting files and one print of each photograph to the Historic Preservation Commission for its files.
3. Presenting the documentation on the property to a meeting of the Historic Preservation Commission.

Consequences of Historic Landmark Designation

1. A suitable sign may be placed on a "historic landmark" or, if the owner objects, upon a nearby public right-of-way. This sign states that the property is a "historic landmark." G. S. 160A-400.5.
2. The owner of a "historic landmark" may apply for an automatic deferral of 50% of the Ad Valorem taxes on a "historic landmark." This deferral persists as long as the property retains its status as a "historic landmark." G. S. 105-278.
3. The owner of a "historic landmark" must secure a Certificate of Appropriateness from the Historic Preservation Commission before any material alteration, restoration, removal, or demolition of any exterior feature of a "historic landmark" may occur. With the owner's written consent or with the previous owner's written consent which has been filed and indexed in the Register of Deeds Office, the Historic Preservation Commission may exercise authority over the interior of a "historic landmark." G. S. 160A-400.9.
4. A Certificate of Appropriateness for the demolition of a "historic landmark," except as specified below, may not be denied. However, the effective date of the Certificate of Appropriateness for the demolition may be delayed for a period of up to 365 days from the date of approval. A Certificate of Appropriateness for the demolition of a "historic landmark" may be denied, if the subject "historic landmark" is determined by the State Historic Preservation Officer as having State-wide significance as defined by the criteria of the National Register of Historic Places. G. S. 160A-400.14.
5. Local governing boards may exercise the power of eminent domain and thereby acquire those "historic landmarks" for which an application has been made for a Certificate of Appropriateness for demolition. G.S. 160A-241 and G.S. 40A-3 (b) (8).

I (We) hereby attest that I (We) have read and understand the above consequences of historic landmark designation:

Owner Signature

Date

Application Attachments

The following items must be submitted as part of this application:	Required	Optional
1. Written Description: Provide a thorough written description of the property/structure and its significance. The description should include all of the following elements: <ol style="list-style-type: none"> a. General Architectural Description - 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. b. History - On an attached 8 1/2"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. c. Reason for Request – On an attached 8 1/2"x11" sheet, briefly describe why you are seeking historic landmark designation for the property in question. 	1 copy	
2. Photographs: At least two current exterior color photographs must be provided. Photographs MUST BE LABELLED (name of structure, address). 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.	1 CD or 1 set of prints	
3. Map: 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.	1 copy	

Submittal Instructions

Deadline: This pre-application is due by the 25th of any month for consideration at the next regularly scheduled meeting of the Historic Preservation Commission. Meetings of the HPC are held the 2nd Thursday of each month at 5:15 p.m. in the City Council Chambers.

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

Submit To:

Kyle Harris, Planner
City of Salisbury
Community Planning Services
P.O. Box 479
Salisbury, NC 28145