



City of Salisbury
Development Services
132 North Main Street
Salisbury, NC 28144
Ph. 704-638-5208

LOCAL HISTORIC LANDMARK APPLICATION

SHADED AREAS FOR STAFF USE ONLY

INTRODUCTION

Thank you for your interest in the Salisbury local historic landmark program. The City of Salisbury has been a leader in preservation across the state of North Carolina since the 1970s. Salisbury is fortunate to not only have such wonderful historic architecture, but also to have citizens and elected officials that value our built heritage and actively seek to safeguard it. The local historic landmark program was enacted in 2017 to provide an additional method of protecting and recognizing special properties in the city.

There are two phases of the application process for consideration as a local historic landmark. These phases correspond with the applications submitted to the Historic Preservation Commission (HPC) for consideration. The first phase is the pre-application phase. If a pre-application is approved by the HPC, the property moves into the second phase, or the application phase. These phases and the requirements of each are described in depth, below. Submittal of a pre-application or application does not guarantee approval as a local historic landmark, nor does submittal of a pre-application mean that a property is designated as a landmark.

CRITERIA FOR DESIGNATION

Properties under consideration as a local historic landmark will be evaluated on two aspects: the special significance of the property and the integrity of the property. This information will be justified through the written portions of the pre-application and the application.

A proposed landmark is likely to satisfy the special significance criterion if it:

- Is associated with events that have made a significant contribution to the broad patterns of local, regional, or national history;
- Is associated with the lives of persons significant in local, regional, or national history;
- Embodies the distinctive characteristics of a type, period, or method of construction; represents the work of a master; possesses high artistic values; or
- Has yielded, or may be likely to yield, information important to local history or prehistory.

A proposed landmark is likely to satisfy the integrity criterion if it possesses integrity of:

- Design: the combination of elements that create the form, plan, space, structure, and style of a property, as it was originally conceived. It includes such elements as organization of space proportion, scale, technology, ornamentation, and materials.
- Setting: The physical environment related to the property's function, role or design retains its historic character and its significance can be seen or experienced.
- Workmanship: The physical evidence of a craft or crafts of the culture or people during the period of significance of the property can be seen or experienced.
- Materials: The majority of historic materials that were combined to form the property have been preserved and not recreated, other than appropriate maintenance and repairs.
- Feeling: The historic or aesthetic sense of the property's period of significance can be experienced because its physical features evoke a sense of its historical character.
- Association: the property is the location of a significant activity or event, or is the place where a significant person lived or engaged in significant historical actions. The property is sufficiently intact to allow such connection to be experienced.

PREPARATION OF PRE-APPLICATION

This application initiates a preliminary consideration of a property for local historic landmark status. This pre-application will be reviewed by staff and the HPC to evaluate and determine if a property is likely to qualify as a historic landmark. To submit a local historic landmark pre-application, the enclosed pre-application form should be completed in its entirety and all required additional information prepared. Please type or print clearly in black ink. One (1) complete hard copy should be provided as well as one (1) complete digital copy. Applications are due by the 25th of the month for the next month's HPC agenda. Applicants are strongly encouraged to meet with staff prior to submitting a pre-application.

Once a complete application has been submitted, the pre-application will be scheduled for consideration on the next HPC agenda. Reimbursement of the mailing fee, as provided in the City of Salisbury's fee schedule, will be assessed at the time the required hearing mailings are prepared. Applicants and/or their designated agent must be present at this meeting.

HPC MEETING—PRE-APPLICATION

At the HPC meeting, staff will give a brief presentation of the request. Applicants and/or their agents will be given time to provide additional information and answer questions from HPC members. A public hearing will be held. Applicants and/or agents should be prepared to discuss information submitted for review as part of the pre-application process. HPC meetings are evidentiary. Submittal of a pre-application does not guarantee approval of the pre-application by the HPC. If the pre-application is approved, the subsequently prepared local historic landmark application will be reviewed by several entities prior to a public hearing and vote by the Salisbury City Council.

PREPARATION AND SUBMITTAL OF LOCAL HISTORIC LANDMARK APPLICATION

Once a local historic landmark pre-application has been approved, preparation of a formal local historic landmark application may proceed. This nomination packet must document the historic, cultural, and architectural significance of the proposed landmark property in addition to justifying the property's integrity. In the case of private properties, it is the responsibility of the property owner to do the needed research and to complete the applications or to have the research and completion of forms done by a qualified consultant. The North Carolina Division of Archives and History maintains a list of consultants if you do not know one. Should a property owner choose to hire a consultant, the negotiated fees are between the property owner and consultant and not a matter of the City of Salisbury's consideration.

This application will be reviewed by staff prior to submittal to the North Carolina State Historic Preservation Office (SHPO) for review and comment. As such, this application must be prepared in a manner ready for submittal to the SHPO. The City's application form should be typed or printed clearly in black ink. The narrative statement must be typed. The SHPO has prepared a checklist outlining the minimum information required to document a property's special significance and integrity, which is included in this packet. The narrative should be prepared and organized as outlined in the checklist. Submittal of a complete local historic landmark application should be made electronically to staff.

Once staff submits the application to the SHPO on behalf of the applicant, comments will be returned within thirty (30) days. The SHPO does not provide a positive or a negative recommendation. Instead, the SHPO's comment will state sufficient information has been provided or suggest additional information be provided to justify the property's special significance and integrity as a local historic landmark.

HPC MEETING—APPLICATION

Once the local historic landmark application has been reviewed by the SHPO and all comments have been addressed by the applicant, the application will be placed on the next available HPC agenda. Reimbursement of the mailing fee, as provided in the City of Salisbury's fee schedule, will be assessed at the time the required hearing mailings are prepared. Applicants and/or their designated agent must be present at this meeting and should be prepared to discuss the special

significance and integrity of the property. If desired, powerpoint presentations may be prepared and submitted electronically to staff at least one week prior to the HPC meeting.

The HPC will hold a public hearing on the local historic landmark application prior to making a recommendation to City Council on the local historic landmark application. The HPC will review the local historic landmark application in its entirety as well as the comment letter from the SHPO as part of their consideration. The HPC's role is to make a recommendation to City Council on the whether the property's special significance and integrity has been documented and justified. Submittal of a local historic landmark application does not guarantee a positive recommendation to the City Council. The HPC's recommendation is not binding on City Council.

CITY COUNCIL MEETING—APPLICATION

Staff will prepare the application to be presented to City Council. Notification to adjacent property owners will include a mailed letter, a public hearing sign posted on the property under consideration, and an ad in the Salisbury Post. City Council will hold a public hearing to consider the request for designation of the property as a local historic landmark. The City Council will be provided a copy of the complete local historic landmark application, the comment response from the SHPO, and the HPC's recommendation. The applicant and/or their designated agent must be present at this meeting and should be prepared to discuss the special significance and integrity of the property. If desired, powerpoint presentations must be submitted to staff at least forty-eight (48) hours in advance. Local historic landmark designation is adopted by ordinance. City Council has the authority to adopt the ordinance as presented, amend the ordinance, or reject the ordinance. Submittal of a local historic landmark application does not guarantee that the ordinance will be adopted as submitted or amended.

NEXT STEPS & CONSEQUENCES OF LOCAL HISTORIC LANDMARK DESIGNATION

If the local historic landmark application is adopted by City Council, the property owner will receive written notification of such designation. If the property is not occupied by the owner, efforts will be taken to provide written notification to occupants of the property as reasonable diligence permits. As required for properties designated within a local historic district, a local historic landmark within or outside of a local district shall obtain a Certificate of Appropriateness (COA) must be obtained from the HPC before any changes are made on the landmarked portion of the property. This may include the building, grounds, and interior depending on how the local landmark ordinance was presented and adopted. Contact City of Salisbury staff to obtain information regarding the required COA prior to commencing work as unauthorized alterations may result in a notice of violation (NOV). A NOV could result in the removal of the local historic landmark status on the property. A copy of the adopted ordinance will be maintained in the City Clerk's office for public inspection at reasonable times. The application materials, ordinance copy, and all subsequent COAs will be maintained in the Development Services office.

Staff will be responsible for filing notice of local historic landmark designation with Rowan County. One copy of the landmark ordinance and all future amendments will be filed by staff in the Rowan County Register of Deeds office. A second copy of the landmark ordinance and all future amendments will be given to the Rowan County Building Inspector. A third copy will be provided to the Rowan County tax assessors' office. The designation and any recorded restrictions upon the property limiting its use for preservation purposes may be considered by the tax assessor when appraising the property for tax purposes. The status as a local historic landmark shall be clearly indicated on all tax maps maintained by the County or City as long as the property retains its local historic landmark status.

It is the property owner's responsibility to apply to the tax office for the real property tax deferral of up to 50% of the ad valorem property taxes on the designated landmark property. This deferral exists as long as the property retains its local historic landmark status. Any new owners of a landmarked property must contact City staff to receive a copy of the approved landmark ordinance and then notify the Rowan County Tax office regarding the new ownership.



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FILING DATE:

☐ WITHIN A LOCAL HISTORIC DISTRICT

☐ INDIVIDUALLY LISTED ON NATIONAL REGISTER

CASE NUMBER:

PROPERTY INFORMATION

Rowan County Parcel ID(s):

Address: _____

Historic Name of Property: _____

Date of Original Construction: _____ Date of Alterations: _____

National Register District: _____ Local Historic District: _____

Individually listed on National Register: _____ Year Listed: _____

OWNER INFORMATION

Property Owner: _____

Address: _____

Email: _____ Phone: _____

PRE-APPLICATION AGENT INFORMATION

Name: _____

Address: _____

Email: _____ Phone: _____

SIGNATURE

☐ The requested additional information is provided and is true and accurate to the best of my knowledge. I have read the information packet regarding the process for local historic landmark designation. I understand that the submittal of this pre-application does not guarantee the approval as a local historic landmark.

☐ I understand that if approved, this property becomes bound by the Historic District Design Guidelines for all future changes.

☐ I am aware that Historic Preservation Commission (HPC) members, or staff, may enter upon private land at reasonable times to inspect the work or the site solely in performance of their duties.

Owner(s): _____

Applicant: _____

Application Last Revised: MARCH, 2020



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1. SITE OR PROPERTY PROPOSED FOR DESIGNATION

HISTORIC NAME (THE NAME BY WHICH THE PROPERTY WAS KNOWN ORIGINALLY OR DURING THE PERIOD OF ITS HISTORIC SIGNIFICANCE): _____

OTHER NAMES (COMMON NAMES BY WHICH THE PROPERTY HAS BEEN OR IS CURRENTLY KNOWN): _____

2. LOCATION

PHYSICAL ADDRESS: _____

APPROXIMATE ACREAGE OF PROPERTY: _____

IS THIS PROPERTY WITHIN A LOCAL HISTORIC DISTRICT OR A NATIONAL REGISTER DISTRICT?

___ LOCAL HISTORIC DISTRICT ___ NATIONAL REGISTER DISTRICT ___ NEITHER

NAME(S): _____

3. GENERAL INFORMATION OF PROPERTY PROPOSED FOR DESIGNATION

DATE OF CONSTRUCTION: _____ **DATE OF ALTERATIONS:** _____

ARE THERE OUTBUILDINGS TO BE INCLUDED: _____

HAVE ANY OF THE STRUCTURES ON THE PROPERTY BEEN MOVED? _____ **IF YES, PLEASE GIVE DATES OF THE MOVE AND REASON FOR AND DETAILS OF THE MOVE.** _____

ARCHITECT/BUILDER/MASON (IF KNOWN): _____

ORIGINAL USE: _____ **PRESENT USE:** _____



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4. GENERAL ARCHITECTURAL DESCRIPTION

On an attached 8.5" x 11" sheet, briefly describe architectural features, additions, remodeling, and any alterations not apparent in photographs. Also describe the setting of the building and the property (ie: rural, downtown, neighborhood, landscape features, outbuildings, etc.).

Tip: Bear in mind that the HPC will be reviewing applications to determine if the property retains its integrity. Highlighting this information here will be helpful for the Commission to review the application.

5. HISTORY

On an attached 8.5" x 11" 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.

Tip: Bear in mind that the HPC will be reviewing applications to determine if the property retains its special significance. Highlighting this information here will be helpful for the Commission to review the application.

6. REASON FOR REQUEST

On an attached 8.5" X 11" sheet, describe the property owner or applicant's reasoning for seeking designation as a local historic landmark.

7. PHOTOGRAPHS

Photographs must be included for the Commission to consider an application. Photographs should be assembled in either a word document or powerpoint slide show. Photographs should be labelled (name of structure/object, address, owner). Slides and photographs should show all elevations of the structure(s) and significant architectural features or details.

8. MAP

Please include a map showing the location of the property and all buildings, including outbuildings, included in the request. Please label the map and include addresses.