



City of Salisbury  
Development Services  
132 North Main Street  
Salisbury, NC 28144  
Ph. 704.638.5324  
Fax 704.638.8494

# HISTORIC LANDMARK APPLICATION

## Tracking Information (Staff Only)

Case Number:	Date rec'd:	Rowan County Parcel ID(s):	
Fee:	Rec'd by:	Case Planner:	
Jurisdiction:	Tax Value:	SHPO Mailout:	Method:
Local District :		SHPO Response:	Recommendation:
National Register District:		HPC 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:
Date Listed on the Historic Landmark Study List (required):
Most Recent Renovations (date and type):

## Landmark Criteria

To be eligible for 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 Salisbury's history or prehistory.

## Application Attachments

### The following items must be submitted as part of this application:

(Application material can be submitted digitally, by either CD, Flash Drive or emailed directly to the Case Planner.)

**Required**

**Optional**

**1. Survey and Research (S/R) Report:** Provide a thorough written description of the property/structure and its significance. The description should include all of the following elements:

- 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.

1 digital  
and  
1 hard  
copy

**2. Pre-submittal Conference Form:** Include the form from the required pre-submittal conference.

**3. 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.

**1 copy**

#### 4. 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 must 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.

1 digital  
and  
1 hard  
copy

**5. Interior Designation:** If you would like the interior of a building or buildings to be considered for historic landmark designation, the owner must sign the enclosed *Permission for Interior Designation Review Form* and return it with this application.

1 hard  
copy

## Process Overview

**Pre-application:** Prior to submitting a landmark application, a **pre-application shall be submitted** for approval by the Historic Preservation Commission. If this application is approved the property will be listed on the historic landmark study list. Applications for landmark designation will only be accepted for properties listed on the study list.

**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: *Kyle Harris at (704) 638-5324, or [kharr@salisburync.gov](mailto:kharr@salisburync.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 Salisbury Historic Preservation Commission for a public hearing. If the Commission issues a favorable recommendation for the case it is then forwarded to the local governing body (the Salisbury City Council). The governing body also holds a public hearing on each case and then renders a decision.

### 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.

## Submittal Instructions

**Deadline:** Applications are due by the 1<sup>st</sup> of any month for consideration at the *following month's* regularly scheduled meeting. Planning staff will require at least 30 days to process the application. Meetings of the HPC are held the 2<sup>nd</sup> Thursday of each month at 5:15 p.m. in the City Council Chambers.

**Submit To:** Kyle Harris, Planner  
Community Planning Services  
P.O. Box 479  
Salisbury, NC 28145

## Certification

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

I (We) hereby give permission for staff and HPC members to make site visits onto the property.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

## Permission of Owners for Interior Design Review

**(Please complete this portion of the application only if interior is included in the designation.)**

Pursuant to North Carolina General Statute 160A-400.9(b) on historic landmarks, we,

\_\_\_\_\_,

owners of record, do hereby request designation of interior spaces as such spaces have been deemed to have architectural, artistic, cultural, or historical significance. We understand that changes to designated portions of the property are subject to design review for compliance with The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. We give permission to the Salisbury Historic Preservation Commission to exercise jurisdiction for design review over all interior designated portions of the following building or buildings located at: *(Type or Print in Black Ink)*

Name of Historic Landmark:

Street Address of Building or Buildings:

City, State, and Zip:

Rowan County Parcel ID(s):

Signature (*owner*):

\_\_\_\_\_

Owner Signature

\_\_\_\_\_

Date

Name (Print):

Date:

Signature (*owner*):

\_\_\_\_\_

Owner Signature

\_\_\_\_\_

Date

Name (Print):

Date: