

## Potential Historic Landmark Application Form

### APPLICATION INSTRUCTIONS

The Charlotte-Mecklenburg Historic Landmarks Commission places properties on its Study List which it believes appear eligible for designation as a Charlotte-Mecklenburg Historic Landmark. Please consult the material in this form to determine whether you wish your property to be considered for such designation. Placement on the Study List does not guarantee that the Historic Landmarks Commission will vote to recommend that the local governing board designate your property as a Historic Landmark. In most instances it will be your responsibility to have a Survey and Research Report prepared which documents the historic, cultural and architectural significance of your property. The Survey and Research Report must conform to professional standards established by the Historic Landmarks Commission. In most instances this will require that you 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. **The Commission does have limited funds to prepare Survey and Research Reports on its own initiative. These monies are reserved for properties which have high levels of historic significance and for which the owner would find it difficult to have a Survey and Research Report prepared. If you would like for your property to be considered for such consideration, please contact the Commission office at 704-376-9115. Or email: [Stewart.Gray@mecklenburgcountync.gov](mailto:Stewart.Gray@mecklenburgcountync.gov)**

*Return this form to:*

Charlotte-Mecklenburg Historic Landmarks Commission  
2100 Randolph Road  
Charlotte, N.C. 28207  
Telephone: (704) 376-9115

### Potential Historic Landmark Form

**Type or print in black ink.**

In order for your property to be considered, you must supply the following information.

**Name of Property:** \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tax Parcel Number of Property (*available from Mecklenburg Co. Tax Office*): \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number (required): \_\_\_\_\_

Email Address: \_\_\_\_\_

**If you are not the owner of the property, you must supply with this application a written statement of the owner's attitude about historic landmark designation or a copy of a letter you have sent to the owner soliciting the owner's attitude. If neither of these is provided, the application will not be processed.**

Enclose a brief statement on the significance of the property. Include at least four photographs of the property. Photographs smaller than 1 Megabyte can be e-mailed to the Commission at Stewart.Gray@mecklenburgcountync.gov

Make a check out to **Mecklenburg County** for the appropriate fee and send it with the completed packet. The Application Fee for an **income-producing** property is **\$200**. The Application Fee for a **non-income producing** property is **\$100**. Please be advised that payment of the fee in no way guarantees that the subject property will be considered for historic landmark designation.

-----

I hereby attest that I have read the attached consequences of historic landmark designation and affirm that I do favor having the property defined herein designated as a historic landmark.

\_\_\_\_\_  
(Signature of Owner) Date: \_\_\_\_\_

If you want the interior of a building or buildings to be considered for historic landmark designation, the owner must sign the enclosed *Permission For Interior Design Review Form* and return it with this form.

## **Legal Consequences of Historic Landmark Designation**

This document represents the understanding of the pertinent legislation held by the Consulting Director of the Charlotte-Mecklenburg Historic Landmarks Commission and in no way represents a legal opinion.

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 Landmarks 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 Landmarks 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)

For further information, please call the Historic Landmarks Commission's office at 704-376-9115.

*Revised 10/2017*

**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 Charlotte-Mecklenburg Historic Landmarks 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: \_\_\_\_\_

Tax Parcel Number or Numbers: \_\_\_\_\_

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

Name (Print) \_\_\_\_\_

Date \_\_\_\_\_

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

Name (Print) \_\_\_\_\_

Date \_\_\_\_\_

-----

You should only contact a consultant after your property has been placed on the Study List of prospective historic landmarks by the Historic Landmarks Commission. Otherwise, you may be spending money needlessly. Also, the hiring of a consultant and the preparing of the necessary documentation by him or her does not preclude the possibility that the Historic Landmarks 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:

- Preparing a Survey and Research Report and supplying paper and electronic copies of same to the Historic Landmarks Commission
- Taking record photographs of the property and submitting files and one print of each photograph to the Historic Landmarks Commission for its files.
- Scheduling and conducting a site visit to the property by members of the Historic Landmarks Commission.
- Presenting the documentation on the property to a meeting of the Historic Landmarks Commission.

## Checklist for Submitting a Local Designation Report to the NC HPO

Yes No N/A	General Information	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Common and Historic Names for Property</li> </ul>	<ul style="list-style-type: none"> <li>General Information 1.1</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Physical Address or Location</li> </ul>	<ul style="list-style-type: none"> <li>General Information 1.2</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Tax Parcel Identification Number (PIN)</li> </ul>	<ul style="list-style-type: none"> <li>General Information 1.3</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Current Owner(s) Name(s)</li> </ul>	<ul style="list-style-type: none"> <li>General Information 1.4</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Current Owner(s) Mailing Address</li> </ul>	<ul style="list-style-type: none"> <li>General Information 1.5</li> </ul>	
Yes No N/A	Abstract	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. A clear summary statement of the property's special character/significance and degree of integrity.</li> </ol>	<ul style="list-style-type: none"> <li>Abstract 2.1</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> <li>2. A clear explanation regarding why the property is being proposed for designation.</li> </ol>	<ul style="list-style-type: none"> <li>Abstract 2.1</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> <li>3. A concise statement of what buildings, interior features and portion of land are proposed for designation.</li> </ol>	<ul style="list-style-type: none"> <li>Abstract 2.2.</li> </ul>	
Yes No N/A	Historic Background/Context	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>A description of the property's history that clearly focuses on its special character and integrity.</li> </ul>	<ul style="list-style-type: none"> <li>Historic Background 3.1</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Chain of title (if the property's significance is associated with a significant individual)</li> </ul>	<ul style="list-style-type: none"> <li>Historic Background 3.1</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Date(s) of original construction. Chain of title may also be used to provide evidence of construction date.</li> </ul>	<ul style="list-style-type: none"> <li>Historic Background 3.2</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Date(s) of all additions and/or alterations</li> </ul>	<ul style="list-style-type: none"> <li>Historic Background 3.3.</li> </ul>	

## Checklist for Submitting a Local Designation Report to the NC HPO

Yes No N/A	Assessment	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>A complete description of the property's historic, prehistoric, architectural and/or cultural significance for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>• Association with a historic event</li> <li>• Association with a historically significant individual</li> <li>• Its architectural style or its type of construction or engineering</li> <li>• Its archaeological potential</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment 1.1</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• A complete architectural description of the property.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment 1.2</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• A description of any elements that contribute to the property's archaeological significance.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment 1.3</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>A complete and thorough evaluation of the property's</p> <ul style="list-style-type: none"> <li>• Integrity of design</li> <li>• Setting</li> <li>• Workmanship</li> <li>• Materials</li> <li>• Feeling</li> <li>• Association</li> <li>• Location</li> </ul> <p>Fully accounting for all alterations to the property, including those which detract from the property's significance.</p>	<ul style="list-style-type: none"> <li>• Assessment 1.4</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• A clear and complete description and justification of the proposed designation boundaries for the property should be included in the narrative.</li> <li>• A Proposed Designation Boundary Map should also be included (see Supporting Documentation (5.4))</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment 1.5</li> </ul>	

## Checklist for Submitting a Local Designation Report to the NC HPO

Yes No N/A	Supporting Documentation	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Digital photographs that clearly demonstrate the current overall condition of the property</p> <ul style="list-style-type: none"> <li>• At least 1 digital image of each elevation</li> <li>• At least 1 digital image of each interior proposed for designation</li> <li>• Supporting photographs that clearly highlight architectural features</li> <li>• At least one photo of the site that provides context</li> <li>• Digital images of the property should be submitted to the Local Government Coordinator via email or Dropbox</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting Documentation 5.1(a-d)</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• A sketch floor plan of the building(s). It does not have to be professional or to scale but should clearly demonstrate the arrangement of spaces.</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting Documentation 5.2</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>A site plan (does not have to be to scale) showing:</p> <ul style="list-style-type: none"> <li>• Property's location</li> <li>• Location of primary structures</li> <li>• Location of outbuildings</li> <li>• Location of all major landscape features</li> <li>• Proposed designation boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting Documentation 5.3(a-e)</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• A plat or tax map, including the tax appraised value of the property</li> <li>• A map clearly outlining the proposed designation boundaries for the property. Map should include a title that defines it as the Proposed Designation Boundary Map, road labels and a North arrow</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting Documentation 5.4</li> </ul>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Any other information the local governing board deems necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting Documentation 5.5</li> </ul>	



## Checklist for Submitting a Local Designation Report to the NC HPO

Yes No N/A	Bibliography/Source Citations	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• All reports should include a bibliography and source citations. Reports submitted without a bibliography will be considered incomplete</li> </ul>	<ul style="list-style-type: none"> <li>• 6.1</li> </ul>	