

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

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<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"> • Association with a historic event • Association with a historically significant individual • Its architectural style or its type of construction or engineering • Its archaeological potential 	<ul style="list-style-type: none"> • Assessment 1.1 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • A complete architectural description of the property. 	<ul style="list-style-type: none"> • Assessment 1.2 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • A description of any elements that contribute to the property's archaeological significance. 	<ul style="list-style-type: none"> • Assessment 1.3 	
<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"> • Integrity of design • Setting • Workmanship • Materials • Feeling • Association • Location <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"> • Assessment 1.4 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • A clear and complete description and justification of the proposed designation boundaries for the property should be included in the narrative. • A Proposed Designation Boundary Map should also be included (see Supporting Documentation (5.4)) 	<ul style="list-style-type: none"> • Assessment 1.5 	

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<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"> • At least 1 digital image of each elevation • At least 1 digital image of each interior proposed for designation • Supporting photographs that clearly highlight architectural features • At least one photo of the site that provides context • Digital images of the property should be submitted to the Local Government Coordinator via email or Dropbox 	<ul style="list-style-type: none"> • Supporting Documentation 5.1(a-d) 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Supporting Documentation 5.2 	
<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"> • Property's location • Location of primary structures • Location of outbuildings • Location of all major landscape features • Proposed designation boundaries 	<ul style="list-style-type: none"> • Supporting Documentation 5.3(a-e) 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • A plat or tax map, including the tax appraised value of the property • 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 	<ul style="list-style-type: none"> • Supporting Documentation 5.4 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Any other information the local governing board deems necessary 	<ul style="list-style-type: none"> • Supporting Documentation 5.5 	

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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"> • All reports should include a bibliography and source citations. Reports submitted without a bibliography will be considered incomplete. 	<ul style="list-style-type: none"> • 6.1 	