

APPLICATION FOR HISTORIC LANDMARK DESIGNATION

**Preparing Your Application:**

Please type or use black ink and use paper no larger than 11” x 17” for the required supporting information. Lincoln County Historic Properties Commission (HPC) staff is available to advise in the preparation of applications.

**Filing Your Application:**

When completed, the attached application will initiate consideration of a property for designation as a local historic landmark. The application will enable the HPC to determine whether the property qualifies for designation.

Mail the application to Lincoln County HPC, 302 N. Academy St., Lincolnton, NC 28092. Submitted materials become the property of the HPC and will not be returned. Incomplete applications will be returned to the applicant for revision. HPC staff will contact applicants after receiving an application to discuss the next steps of the designation process (see Landmark Designation Q & A for more information). Please feel free to contact HPC with any questions at 704-748-9090, or e-mail at [lcmh@bellsouth.net](mailto:lcmh@bellsouth.net). HPC can be found on the web at [www.lincolncountyhistory.com](http://www.lincolncountyhistory.com).

**Thank you very much for your interest in protecting HPC's historic resources!**

*\*The guidelines developed for this application are based on the evaluation process used by the National Register of Historic Places. National Register evaluation principles regarding criteria, category classifications, and integrity have been adapted for local applications.*

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**1. Name of Property**

Historic Name: \_\_\_\_\_

Current Name: \_\_\_\_\_

**2. Location**

Please include the full street address of the property, including its local planning jurisdiction. HPC Identification (PIN) and Real Estate Identification (REID) Numbers can be found at the Lincoln County GIS property information website at [www.lincolncounty.org](http://www.lincolncounty.org). Click on “County Government”, then “Online Services” then click on “Lincoln County GIS System”.

Street Address: \_\_\_\_\_

Planning Jurisdiction: \_\_\_\_\_ PIN Number: \_\_\_\_\_ REID: \_\_\_\_\_

**3. Owner Information (If more than one, list primary contact)**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**4. Applicant/Contact Person (If other than owner)**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**5. Signatures**

*I have read the general information on landmark designation provided by the Lincoln County Historic Properties Commission and affirm that I support landmark designation of the property defined herein.*

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY: Received by: \_\_\_\_\_ Date: \_\_\_\_\_**

6. **General Date/Site Information**

A. Date of Construction and major additions/alterations: \_\_\_\_\_

\_\_\_\_\_

B. Number, type, and date of construction of outbuildings: \_\_\_\_\_

\_\_\_\_\_

C. Approximate lot size or acreage: \_\_\_\_\_

D. Architect, builder, carpenter, and /or mason: \_\_\_\_\_

E. Original Use: \_\_\_\_\_

F. Present Use: \_\_\_\_\_

G. Significance for Landmark Designation: \_\_\_\_\_

\_\_\_\_\_

7. **Classification**

A. **Category (fill in type from below):** \_\_\_\_\_

- **Building** – created principally to shelter any form of human activity (i.e. house, barn/stable, hotel, church, school, theater, etc.)
- **Structure** – constructed usually for purposes other than creating human shelter (i.e. tunnel, bridge, highway, silo, etc.)
- **Object** – constructions that are primarily artistic in nature. Although movable by nature or design, an object is typically associated with a specific setting or environment (i.e. monument, fountain, etc.)
- **Site** – the location of a historic event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined or vanished, where the location itself possesses historic, cultural, or archeological value, regardless of the value of any existing structure (i.e. battlefields, cemeteries, designed landscape, etc.)

B. **Ownership (check one):**       Private               Public

C. **Number of Contributing and non-contributing resources on the property:**

A contributing building, site, structure, or object adds to the historic associations, historic architectural qualities, or archeological values for which a property is significant because it was present during the period of significance, relates to the documented significance of the property, and possesses historic integrity or is capable of yielding important information about the period.

	<b><u>Contributing</u></b>	<b><u>Non-contributing</u></b>
Buildings	_____	_____
Structures	_____	_____
Objects	_____	_____
Sites	_____	_____

D. **Previous field documentation (when and by whom):** \_\_\_\_\_

\_\_\_\_\_

*Please contact Jason Harpe at the Historic Property Commission to determine if the property is included in the Lincoln County survey (704-748-9090)*

E. **National Register Status and date (listed, eligible, study list):** \_\_\_\_\_

\_\_\_\_\_

*Please contact Jason Harpe at the Historic Properties Commission at (704-748-9090)*

8. **Supporting Documentation** (Please type or print and attach to application on separate sheets. Please check box when item complete.)



### **A. Required Photographs**

All photographs are required to be **digital, in JPEG (.jpg) format, and submitted on a recordable CD or DVD.** Please note the following requirements:

- **Minimum Standard: 6.5" x 4.5" at a resolution of 300ppi** (a pixel dimension of 1950 x 1350)
- **File Size:** There is no maximum or minimum for the file size of an image; however, smaller file sizes may be necessary when emailing images.
- **Proof Sheet:** Proof sheets are still required to show what is on a CD or DVD without having to load to disk. Proofs may be printed in either color or black and white as long as the images are crisp and legible. There should be a minimum of four and a maximum of six proofs per 8.5" x 11" sheet, with no image smaller than 3.25" on its longest side. Proofs should be labeled as they appear on the disk.
- **Naming Images:** Please label image files for the Local Designation Application as follows:  
LN\_PropertyName\_Description.jpg (ex. LN\_ABCHouse\_front\_façade.jpg)

For buildings and structures, include all elevations and at least one (1) photo of all other contributing and non-contributing resources, as well as at least one (1) photo showing the main building or structure within its setting. For objects, include a view of the object within its setting, as well as a variety of representative views. For sites, include overall views and any significant details.



### **B. Floor Plan (for buildings and structures)**

Please include a detailed floor plan showing the original layout, dimensions of all rooms, and any additions (with dates) to the building or structure. Drawings do not have to be professionally produced nor do they need to be to exact scale, but should accurately depict the layout and dimensions of the property.



### **C. Maps**

Include two (2) maps: one (1) clearly indicating the location of the property in relation to the local community, and one (1) showing the boundaries of the property. Tax maps with the boundaries of the property are preferred, but survey or sketch maps are acceptable. Please show street names and numbers and all structures on the property.



### **D. Historical significance (Applies to all classifications)**

Note any significant events, people, and/or families associated with the property. Please clearly define the significance of the property in the commercial, social or political history of Lincoln County or of the local community. Include all major property owners of the property, if known. Include a bibliography of sources consulted.



### **E. Architectural description, significance and integrity (for buildings, structures and objects)**

For **buildings and structures**, describe significant exterior architectural features, additions, remodeling, alterations and any significant outbuildings. For **objects**, describe the physical appearance of the object(s) to be designated in context of the history of the local community or of Lincoln County. For example, a building or structure might be a community's only surviving example of Greek Revival architecture or it may be a unique local interpretation of the Arts and Crafts movement. An object might be a statue designed by a notable sculptor. Include a description of how the building, structure or object currently conveys its historic integrity. For example, does it retain elements of its original design, materials, location, workmanship, setting, historic associations, or feeling, or any combination thereof? Please include a bibliography of sources consulted.



### **F. Property boundary, significance and integrity (Applies to all classifications)**

Describe the land area to be designated, address any prominent landscape features. Clearly explain the significance of the land area proposed for designation and its historical relationship to the **building(s), structure(s) or object(s)** located within the property boundary or, in the case of **sites**, the historical event or events that make the land area significant. For **buildings and structures**, the designated land area may represent part of or the entire original parcel boundaries, or may encompass vegetative buffers or important outbuildings. For **objects**, the designated land area may continue to provide the object's historic context (i.e., a statue's historic park setting). For **sites**, the designated area may encompass a landscape that retains its historic integrity (i.e. a battlefield encompassing undisturbed historic view sheds).

SIGNATURE OF OWNER: \_\_\_\_\_  
DATE: \_\_\_\_\_

**\*\*NOTE: \$125.00 NON-REFUNDABLE APPLICATION FEE DUE UPON SUBMITTAL OF APPLICATION AND \$75.00 FEE DUE AT THE CONCLUSION OF THE HISTORIC PROPERTIES COMMISSION RECOMMENDATION.\*\***

**THE LOCAL DESIGNATION OF HISTORIC PROPERTIES PROGRAM AS AUTHORIZED BY THE HISTORIC PROPERTIES ORDINANCE ADOPTED JANUARY 17, 1983.**

This applies only to individual historic properties studied by the Lincoln County Historic Properties Commission and designated as “historic” by an ordinance passed by the Lincoln County Board of Commissioners.

Its meaning:

1. Honor. It is also an honor meaning the community believes the property is important enough to try to preserve it.
2. Financial Incentive. The owner is entitled to apply for a 50% property tax deferral. This is to encourage reinvestment in maintenance of the property. The owner loses the deferral and may be required to pay up to three years if he does anything to cause the property to lose its historic value to the community.
3. Preservation before Demolition. A property designated as a “local historic property” may not be materially altered, restored, moved or demolished unless the owner has been issued a Certificate of Appropriateness by the Historic Properties Commission. A Certificate to demolish the building may not be denied but its effective date may be delayed for a period of up to 180 days from the date of approval. This delay gives the Commission time to negotiate with the owner and seek a practical alternative to its destruction. If no solution is found within 180 days, the owner may proceed with demolition although he may become liable for back taxes.