

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. Capital Area Preservation (CAP) 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 Wake County Historic Preservation Commission (WCHPC) to determine whether the property qualifies for designation.

Mail the application to Capital Area Preservation, PO Box 28072, Raleigh, NC, 27611. Submitted materials become the property of the Wake County Government and will not be returned. Incomplete applications will be returned to the applicant for revision. CAP 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 CAP with any questions at 919.833.6404, or e-mail at info@cappresinc.org. CAP can be found on the web at www.cappresinc.org.

Thank you very much for your interest in protecting Wake County'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.*

1. Name of Property

Historic Name: _____

Current Name: _____

2. Location

Please include the full street address of the property, including its local planning jurisdiction. Wake County Property Identification (PIN) and Real Estate Identification (REID) Numbers can be found at the Wake County property information website at <http://imaps.co.wake.nc.us/imaps/mainpage.htm>, or by contacting the Wake County Planning Department.

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 Wake County Historic Preservation 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 Data/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.

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

- D. **Previous field documentation (when and by whom):** _____

Please contact the Survey Coordinator at the State Historic Preservation Office to determine if the property is included in the Wake County survey (919.733.6545).

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

Please contact the National Register Coordinator at the State Historic Preservation Office to determine National Register Status (919.733.6545).

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 the 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:

LM_PropertyName_Description.jpg (ex. LM_ABCHouse_front_façade.jpg)

For buildings and structures, include all facades 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 Wake 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 Wake County. For example, a building or structure might be a community's only surviving examples 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).