# GUILFORD COUNTY
# PLANNING AND DEVELOPMENT

## Historic Preservation Commission
## Application for Historic Landmark Designation

**Name of Designated Landmark (Historic and/or Common):** _____

**Property Address/Location:** _____

**Tax Parcel Number:** _____

**Deed Book and Page Number:** _____

**Plat Book and Page Number:** _____

**Features to be designated (lot, interior, exterior, etc.):** _____

☐ Applicant ☐ Owner

Name (please print legibly)

Mailing Address

City, State and Zip Code

Phone Number

E-mail Address

Signature Date

☐ Applicant ☐ Owner

Name (please print legibly)

Mailing Address

City, State and Zip Code

Phone Number

E-mail Address

Signature Date

**The application is due no later than noon (12:00 P.M.) on the third (3rd) Tuesday of the month. The regularly scheduled meeting is typically held every third (3rd) Tuesday of the month.**

***Return completed applications by e-mail to:***

**Contact_Planning@guilfordcountync.gov**

400 W Market Street - Post Office Box 3427
Greensboro, North Carolina 27402
(336) 641-3334

**https://www.guilfordcountync.gov/our-county/planning-development/historic-preservation-program**

## READ CAREFULLY AND SUPPLY ALL INFORMATION

**The following information must be provided, in digital format, before the application can be reviewed, deemed complete and placed on the next available Historic Preservation Commission agenda:**

1. **STATEMENT OF SIGNIFICANCE:** The property must be deemed historically, architecturally or archaeologically significant. **DATE ALONE DOES NOT MAKE A PROPERTY SIGNIFICANT.** Please describe and document the seven aspects of integrity which include the significance of location, design, setting, workmanship, materials, feeling, and association. Include significant dates in the property's history.

2. **MAPS:** Provide a location/vicinity map for the property. Also provide a scaled site plan or as-built survey of the property indicating the proposed landmark boundaries and location of all buildings to be included in the proposed designation.

3. **PHOTOGRAPHS:** Provide a complete photographic record of the property. Include photographic views sufficient to document all significant aspects of the property proposed for designation. All photographs must be labeled and submitted in a digital format. Older photos should be scanned in color.

4. **ARCHITECTURAL DESCRIPTION:** Describe both the original and current appearance and style of the significant structures such as houses, barns, well houses, and other buildings proposed for designation. The description should include the following: date of construction, date(s) of alterations, description of overall form, and exterior details (and interior details if included). Include a drawing of the existing and original (if different) floor plan with rooms labeled.

5. **HISTORICAL BACKGROUND:** Describe the history of the property. The details should include the following: former uses of the property, list of owners (from Grantor-Grantee index), a list of builders and/ or architects if known. Also, if available, provide and label further documentation such as newspaper or periodical articles, excerpts from books, cemetery records, register of deeds documents, and oral history documentation.

6. **BIBLOGRAPHY*:*** Provide footnotes and a list of information resources.

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**I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I SUPPORT LANDMARK DESIGNATION OF THE PROPERTY DEFINED HEREIN.** I acknowledge that the Guilford County Historic Preservation Commission may require additional information. I acknowledge that the designation, if approved by the governing body, includes the specific features requested for designation, or as otherwise determined worthy of designation by the governing body upon recommendation from the Historic Preservation Commission. I acknowledge that any alterations of the property and/or features designated shall first require issuance of a Certificate of Appropriateness (COA) by the Guilford County Historic Preservation Commission or its staff, as appropriate. I acknowledge that all final application materials submitted become the property of Guilford County and may not be returned. **Finally, I hereby consent to the visitation of my property by any local board member or staff, upon reasonable notice, for purposes of investigating the merits of potential designation.**

Signature of Owner(s) Date

Signature of Owner(s) Date