



**GUILFORD COUNTY  
PLANNING AND DEVELOPMENT**

**Historic Preservation Commission  
Historic Landmark Process  
& Instructions**

**The Historic Landmark Application may be obtained from the Guilford County Planning and Development website: [www.guilfordcountync.gov](http://www.guilfordcountync.gov) or by contacting staff:**

**Guilford County Planning and Development Department**  
400 W. Market Street, Greensboro, NC 27401  
5<sup>th</sup> floor, Independence Building  
[Contact Planning@guilfordcountync.gov](mailto:Contact_Planning@guilfordcountync.gov)  
or call 336-641-3334

- ❖ Please submit all information required on the application form and provide all supplemental materials at the same time. Only fully complete applications will be accepted.
- ❖ Since the Historic Landmark designation process requires *at least* two, and sometimes three public meetings, achieving formal designation typically takes 2 to 3 months, but make take up to four months.
- ❖ Upon designation, any repair or changes made to Historic Landmark properties require approval of a Certificate of Appropriateness (COA) by the HPC or its staff before work begins. COAs must be issued in order to obtain a building permit for repairs or changes to Historic Landmark properties.

**Application Process**

1. The application must be received thirty (30) calendar days prior to the Historic Preservation Commission (HPC) meeting date. Refinements and additional information may be requested by HPC staff.
2. Prior to the public meeting, the HPC will visit and tour the site, and technical questions may be asked. The HPC will then re-convene, typically on the same date, for a public meeting to vote on a recommendation for the application or postpone the vote until the next meeting if more information or clarification is needed. If the HPC or applicant is unable to attend the site visit and the public hearing on the same date, then separate dates for each the public hearing and the site visit will be scheduled and publicly noticed.
3. At the HPC public meeting, the applicant will present the nomination report. The HPC will discuss the application and ask the applicant for any needed clarification or further information. The HPC will then vote on the application, and if the HPC does not approve the application, the owner may resubmit with any revisions and additional information after one year has elapsed.
4. If the HPC vote is in favor of recommending Historic Landmark designation for the property, HPC staff will forward the application to the appropriate governing body (typically Guilford County Board of Commissioners or Greensboro City Council) for review and potential adoption of the designating ordinance. The final public hearing will be held before the governing body, and if adopted, the ordinance will be effective immediately. Up to a 50% property tax deferral is available to owners of property designated as a Historic Landmark.



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## Historic Landmark Designation Report Required Content

### Summary Statement of Significance and Integrity

Provide a summary that supports Historic Landmark designation for the property using the below list of standards used by the Historic Preservation Commission in making their determination of eligibility for designation. These standards are based on the National Park Service criteria and recognize the integrity and significance of a property through seven aspects or qualities as follows:

1) **Location**

Location is the place where the historic property was constructed, or in some cases, the site where the historic event occurred. A property retains historic integrity of location if it was not moved during or after the period during which it achieved its significance.

2) **Design**

Design is the composition of elements that constitute the form, plan, space, structure, and style of a property. The loss or substantial alteration of original features may constitute a significant loss of design integrity.

However, consideration must be given to the fact that a property changes over time, and that some early physical changes may have acquired historic significance in their own right.

3) **Setting**

Setting is the physical environment or context of a property that illustrates the character of the place and its surroundings. The integrity of setting may be compromised if it is surrounded by more recent development or if certain site features have been removed or altered.

4) **Materials**

Materials are the historic physical elements combined in a particular pattern or configuration to form the structure. Integrity of materials determines whether an *authentic* historic resource still exists.

5) **Workmanship**

Workmanship is the physical evidence of the craftsmanship of a particular culture or people working with available materials and structural methods during a given period of history. Workmanship is important because it can provide evidence of the technology of a craft or illustrate what was considered to be structural quality of a past time period.

6) **Feeling**

Feeling is the ability of a property to evoke the aesthetic and historic sense and character of a past time period. It is dependent upon the structure's significant extant physical characteristics that convey its historic integrity and qualities.

7) **Association**

Association is the direct link between a property and the stylistic period, event, or person for which the property is significant. A period-accurate physical appearance or setting for a historic structure conveys integrity of association.



### **Property Description**

1. Legal description
2. Reproducible map or plot plan, drawn to scale, preferably 8 ½ x 11, but no larger than 11"x17", labeling buildings and significant features (see page 4: Map Examples)
3. Chain of title and former uses of property

### **Historic Significance**

Sources for information may include newspaper articles, deeds, original floor plan, and oral histories. Please provide bibliographies and footnote all sources used in the application.

1. Narrate the history of the property, including historical uses.
2. Provide background information on how the property relates to the development of the area, neighborhood or community.
3. Provide information on important people and/or families, and events associated with the property.

### **Architectural Significance**

1. Date of construction and alterations
2. Names of architects, builders, carpenters and masons
3. Description of original and current appearance, including its style(s) and how the building reflects its style
4. Description of architectural elements, such as number of stories, window type and shape, porches, dormers, entrances, unique architectural elements, and additions
5. Description of building materials
6. Description of other works in the community by same architect
7. Description of any outbuildings and significant landscape and streetscape features

### **Photographs and Essential Documentation**

1. Photographs and images are preferred to be submitted in digital format. Images must be labeled with the name of the property, the subject of the photo, the direction of the view, and date taken.
2. Newspaper articles, excerpts from books, cemetery records, deeds, oral histories, and any additional literature, illustrations, or media that will contribute to the application may be submitted. Please note that all submittal materials become property of the Planning and Development Department.
3. If available, submit drawings of existing and original architectural floor plan with rooms/spaces labeled.

**Please note:** The designation report must be provided in an 8.5x11 reproducible format before the application can be reviewed, deemed complete by HPC staff, and placed on the Historic Preservation Commission agenda. Paper copies as specified by staff will be required, along with a digital submittal. A pre-submittal discussion with staff via in-person meeting, phone, or e-mail is required prior to application acceptance.



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### Map Examples:

The map below is as an example of how to show a map of the vicinity, the proposed boundaries, and the historic features located on the property. These maps may be on separate sheets. These maps do not replace the legal description or survey (if needed) of the proposed Historic Landmark property.

