

# JHPC LOCAL HISTORIC LANDMARK APPLICATION

JHPC Administration:  City of Brevard/ETJ  Rosman  Transylvania County

Stage 1: Status Application (no fee)  
Stage 2: Designation Submittal Fee - \$125.00  
Stage 3: Final Designation Fee - \$75.00

Property P.I.N.: \_\_\_\_\_ recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, Registry of Transylvania County

## Stage 1: Local Historic Landmark Preliminary Status Application Process

This section of the application initiates preliminary consideration of a property for local historic landmark status. There is no application fee for this Preliminary Status Application of the process.

Legal Owner of Property: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### 1. NAME OF PROPERTY

Historic Name(s) \_\_\_\_\_  
Other Name(s) \_\_\_\_\_

### 2. LOCATION OF PROPERTY

Street Address or Boundaries \_\_\_\_\_  
City and Zip Code \_\_\_\_\_  
Property Identification Number (PIN) \_\_\_\_\_ Acreage \_\_\_\_\_

### 3. CLASSIFICATION

Ownership of Property:  Private  Public  
Days/Hours of operation: \_\_\_\_\_  
Contact Name/Telephone: \_\_\_\_\_  
Is it accessible for viewing:  Inside  Outside

Category of Property:

- 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.)
- District** – a group of buildings or properties that may have different levels of historic or architectural significance.

Planning and Community Development  
Mark Burrows, Director  
Joy Fields, Planner  
Kalen Lawson, Program Assistant



98 East Morgan Street  
Brevard, NC 28712  
828.884.3205  
Planning.TransylvaniaCounty.org

# JHPC LOCAL HISTORIC LANDMARK APPLICATION

---

## 4. PROPERTY RESOURCES

### Number of contributing and non-contributing resources within 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, yields important information about the period and possesses historic integrity.

	<b>Contributing</b> (Adds to significance)	<b>Non-contributing</b> (Does not add to significance)
Buildings	_____	_____
Structures	_____	_____
Objects	_____	_____
Sites	_____	_____

## 5. FUNCTION OR USE (note approximate dates)

Historic Functions or Use:

\_\_\_\_\_

Current Functions or Use:

\_\_\_\_\_

## 6. DESCRIPTION OF STRUCTURES & SIGNIFICANCE/INTEGRITY

On an attached 8 ½ by 11 sheet, describe:

- property setting (rural or downtown, etc.)
- date of construction
- property condition
- architect, builder, carpenter or mason, if known
- dates and reasons if any structures have been moved
- architectural significance and integrity: 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 Transylvania 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? Include a bibliography of sources consulted.

## 7. PROPERTY BOUNDARY & SIGNIFICANCE/INTEGRITY

On an attached 8 ½ by 11 sheet, describe the land area to be designated, addressing 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).

## JHPC LOCAL HISTORIC LANDMARK APPLICATION

**8. HISTORICAL SIGNIFICANCE/INTEGRITY** (Applies to all classifications)

On an attached 8 ½ by 11 sheet, describe 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 Transylvania County or of the local community. Include all major property owners of the property, if known. Include a bibliography of sources consulted.

**9. PREVIOUS DOCUMENTATION**

- Previous field documentation (when and by whom): \_\_\_\_\_
- Contact the National Register Coordinator at the State Historic Preservation Office to determine whether the property has been included in a county survey (919-733-6545).       included       not included
- National Register Status and date (listed, eligible, study list): \_\_\_\_\_

**10. ADDITIONAL DOCUMENTATION** (Submit the following items with this section of the completed form)

- Attached sheets for descriptions of significance (#6, #7, & #8)
- Tax map or survey showing the exact location of property, boundaries and any outbuildings
- Photographs:
  - Representative current photographs of the property showing all sides of each structure
  - 1 hard and 1 electronic copy
  - Label image files "TC\_PropertyName\_Description.jpg" (ie., TC\_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.

**Stage 1: Local Historic Landmark Preliminary Status Application**

\_\_\_\_\_  
(type or print applicant name)

\_\_\_\_\_  
(type or print agent name)

\_\_\_\_\_  
(applicant signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(agent signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(mailing address)

\_\_\_\_\_  
(mailing address)

\_\_\_\_\_  
(city, state, zip)

\_\_\_\_\_  
(city, state, zip)

\_\_\_\_\_  
(e-mail address)

\_\_\_\_\_  
(phone)

\_\_\_\_\_  
(e-mail address)

\_\_\_\_\_  
(phone)

Preliminary Status Approved this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(JHPC Administrator for Transylvania County)

If the property meets the requirements for consideration as a local historic landmark, notification will be made by JHPC to continue on to the Local Historic Landmark Designation Application Process.

# JHPC LOCAL HISTORIC LANDMARK APPLICATION

## Stage 2: Local Historic Landmark Designation Submittal Process

This section of the application will enable the Transylvania County Joint Historic Preservation Commission to determine whether the property qualifies for designation. The application fee for this process is \$125.00.

### 1. SUPPORTING DOCUMENTATION (Please attach to application)

**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.

**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.

**Additional Items Requested by JHPC:** \_\_\_\_\_

## Stage 2: Local Historic Landmark Designation Submittal

Certificate of Appropriateness Required: From and after the designation of a landmark or a historic district, no exterior portion of any building or other structure (including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features), nor any above-ground utility structure nor any type of outdoor advertising sign shall be erected, altered, restored, moved or demolished on such landmark or within the historic district until after an application for a certificate of appropriateness as to exterior features has been submitted to and approved by the Joint Historic Preservation Commission. Such a certificate is required to be issued by the Preservation Commission prior to the issuance of a building permit or other permit granted for the purposes of constructing, altering, moving or demolishing structures, which certificate may be issued subject to reasonable conditions necessary to carry out the purposes of this ordinance. A certificate of appropriateness shall be required whether or not a building or other permit is required. "Exterior features" shall include the architectural style, general design, and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all features, historic signs, color, and significant landscape, archaeological and natural features of the area. In the case of outdoor advertising signs, "exterior features" shall be construed to mean the style, material, size and location of all such signs.

*I understand that designation as a local landmark imposes the restrictions described above.*

\_\_\_\_\_  
(type or print applicant name)

\_\_\_\_\_  
(type or print agent name)

\_\_\_\_\_  
(applicant signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(agent signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(mailing address)

\_\_\_\_\_  
(mailing address)

\_\_\_\_\_  
(city, state, zip)

\_\_\_\_\_  
(city, state, zip)

Designation Submittal this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_

\_\_\_\_\_  
(JHPC Administrator for Transylvania County)

If the property meets the requirements for consideration as a local historic landmark, notification will be made by JHPC to continue on to the Local Historic Landmark Designation Application Process.

# JHPC LOCAL HISTORIC LANDMARK APPLICATION

JHPC Office Use:

- JHPC Hearing and Vote on Preliminary Status
- Report sent to NC Dept of Cultural Resources State Historic Preservation Office, allowing 30 days to respond
- JHPC Vote on Designation Status
- County/City Commissioner Public Hearing and adoption of Historic Landmark Designation Ordinance

### Stage 3: Local Historic Landmark Designation Approval

This section of the application documents Transylvania County Joint Historic Preservation Commission approval of the Local Historic Landmark Designation.

- Final Designation Fee - \$75.00

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

\_\_\_\_\_  
(type or print applicant name)

\_\_\_\_\_  
(type or print agent name)

\_\_\_\_\_  
(applicant signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(agent signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(mailing address)

\_\_\_\_\_  
(mailing address)

\_\_\_\_\_  
(city, state, zip)

\_\_\_\_\_  
(city, state, zip)

Designation Approved this \_\_\_\_ day of \_\_\_\_, \_\_\_\_

\_\_\_\_\_  
(JHPC Administrator)